

Staff Personal Mobile Phone Policy:

Melton Primary School will:

- Enable staff to utilise the benefits of personal mobile phones during school hours for educational purposes only.

Rationale:

- Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

Implementation:

- Staff are able to utilise applications on their own personal mobile phone during timetabled instruction time. This does not include receiving and making telephone calls and texts, only in the event of a school or personal emergency.
- Some applications that staff may utilise, but are not limited to use may include the timer, alarm clock, camera, camera roll and educational applications.
- Personal mobile phones are permitted to be used for sending and receiving calls and texts when teachers are not timetabled for face to face teaching time.
- Staff will be kept informed of Department of Education information relating to health effects of using mobile phones.

Staff will:

- Ensure that they maintain the phones in a suitable working order.
- Adhere to the recommendations from the Department of Education relating to the health effects of using mobile phones.
- Utilise applications during timetabled instruction time as long as they have an educational purpose.
- Only receive and make calls and texts when they are not timetabled for face to face instruction of students.
- During face to face teaching time be able to receive and make telephone calls and texts, only in the event of a school or personal emergency.

Ratified at School Council 18/5/16