



## RIKKYO SCHOOL IN ENGLAND

### Staff Mobile Phone Safety & Acceptable Use

Date	Review Date	Coordinator	Headmaster
15/04/2019	04/10/2019	Mr.T.Okuno	Dr.T.Okano

We recognise personal communication through mobile technologies is an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones are used responsibly at this school.

We believe school personnel, students and all visitors to the school have a responsibility not to use their devices on the school premises for the sending or receiving of phone calls and especially for the taking of photographs/video (please see Photographic and Video Images Policy).

During the school day school personnel are restricted to using their mobile phones to break times and lunchtimes with their mobile phones being switched off outside of these times. It is the responsibility of all school personnel to keep their mobile phones securely stored. Teachers are being advised for their own safety not to bring their private mobile phones into the classroom.

We acknowledge cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented (see Anti-cyber Bullying Policy).

We have a duty to protect school personnel from the misuse of ipods and similar devices by pupils as we are aware that there has been a nationwide increase in the practise of up-skirting or down-blousing by pupils on school personnel which has had a detrimental effect on the wellbeing of school personnel. All incidents of up-skirting or down blousing will be dealt with and the appropriate disciplinary action will be taken.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims

- To ensure mobile phones are not misused by pupils, school personnel, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones.
- To ensure compliance with all relevant legislation.
- To work with other schools and the local authority to share good practice in order to improve this policy.



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### Responsibility for the Policy and Procedure

#### Role of the Headmaster and Senior Leadership Team

The Headmaster and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure pupils will not bring their mobile phones into school by ensuring that pupils mobile phones will be collected at arrival on the first day of term and stored safely until the end of term or if appropriate be handed to the pupils for school trips and homestays;
- ensure that pupils who are allowed to take their mobile phones on school trips and homestays are considered mature enough to use these responsibly;
- contact parents immediately if a pupil breaks this rule;
- ensure school personnel have their mobile phones switched off during work time and in the classroom, and only use their mobile phones at break times and lunchtimes;
- ensure school personnel have their mobile phones securely stored
- ensure all incidents of up-skirting or down blousing are dealt with and will take the appropriate disciplinary action;
- ensure parents and school visitors do not use their mobile phones on the premises without the permission of the Headmaster for the making and receiving of phone calls and especially for the taking of photographs ;
- work closely with the coordinator;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;

#### Role of the Coordinator

The Coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headmaster;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

#### Role of School Personnel

School personnel will comply with all aspects of this policy, and especially:

- switch off their mobile phones during work time and in the classroom;



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- ensure that they use mobile phones only during break times and lunchtimes and discreetly;
- keep their mobile phones securely stored;
- not use their camera/video program at any time;
- not send or receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- be issued with the school mobile phone when attending an off-site educational visit;
- not use the school mobile phone for private use;
- inform family members that in the case of an emergency they can be contacted through the school day via the school office;
- only in exceptional circumstances is it allowed to use a private mobile phone outside of break times and lunchtimes and this has to be preauthorized by the Head of Department;
- report any concerns they have on any aspect of the school community;

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- not use their mobile phones on school premises without the permission of the Headmaster or a Senior Teacher.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- communications to staff, pupils and parents

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Coordinator and the Headmaster.