



MOBILE PHONE POLICY

AIMS AND PURPOSES

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Year Six, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

PROCEDURES

Parents of Year Six pupils will need to complete the permission form (Appendix 1) and hand this to the Upper School Team Leader. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. A letter will be sent to parents stating our policy and is to be included in the school's Starter Pack.

Pupils

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone should be given to class teacher at **08:45** and will be returned at **3:25**. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.

Inappropriate use of a mobile phone

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Management Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SMT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to the Behaviour Manager to be logged in an appropriate file.

Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent / carer to inform them of the incident.

On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent / carer's consent. If a parent / carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.

On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent / carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

Staff and Governors

Staff should have phones off or on silent when in the vicinity of pupils. Members of Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom

empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

If photographs of pupils are required for display or curriculum evidence these may **only** be taken on a designated school camera, this would also apply to those attending sports events, etc. In a very small number of cases it may be necessary for a member of staff to use their mobile phone whilst off site to take photos and in these cases the member of staff should complete an 'agreement for the use of personal mobile phone' form (appendix 2). This form allows for special permission to be granted by the headteacher to allow the named staff member to use of their mobile phone when off site with children. The following conditions of use must be adhered to...

- Photos will be transferred and saved to the school server on immediate return to school.
- Photos will be deleted immediately from the individual's mobile phone and / or any cloud based storage.
- Photos will be stored / retained / stored as per the school's Data Protection Policy.
- Photos will not be shared without consent.

Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents / guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy. The policy should be read in conjunction with the Child Protection Policy



Request for Mobile Phone in School - Year 6 Pupils

Dear Mr Whitehouse

I wish to seek permission for (Child's Name) Class.....
to bring a mobile phone to school.

The reason for this
request.....

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I have read the school's acceptable use of mobile phone policy

I understand the phone will be kept in the school office during the day and that my
child is responsible for taking it to / collecting it from Yr 6 Teacher.

I understand that the school accepts no responsibility for replacing lost, damaged or
stolen phones, whilst on school premises.

I understand that the school accepts no responsibility for children who lose or have
their mobile phones stolen whilst travelling to and from school.

Signed..... (Parent / Carer)

Date.....

Authorised by Head Teacher

Signed.....

Date.....



AGREEMENT FOR THE USE OF PERSONAL MOBILE PHONE Data Protection / Safeguarding

Background

Cherry Lane Primary School has a commitment to ensuring that the data protection regulation and child safeguarding policy are adhered to. In line with our mobile phone policy the school do not permit staff the use of their personal mobile phones to record or take pictures of children.

Exclusion / Permitted Use

Special permission has been granted by the headteacher to allow the below named staff member the use of their mobile phone when off site with children.

Conditions of Use

- Photos will be transferred and saved to the school server on immediate return to school.
- Photos will be deleted immediately from the individual's mobile phone and/or any cloud based storage.
- Photos will be stored/retained/stored as per the school's Data Protection Policy.
- Photos will not be shared without consent.

Name of Staff: _____

Role: _____

I agree to the above conditions

(signed): _____ Date: _____

Authorised by headteacher : _____

Date: _____

This document will be retained in the staff member's personnel file.