



Mobile Telephone Policy

(This policy is to be read in conjunction with the policies for E-safety, Safeguarding and Off-site Visits.)

Introduction

Our school is well aware that many primary-age children own a mobile phone and we understand the widespread growth in modern electronic communication. However, we are an institution that is primarily focused on learning and the safety and well-being of our pupils is paramount. Consequently, we do not allow children to use mobile phones while they are at school and we discourage children to bring mobile phones into school.

Aims and objectives

The aims of this policy is to explain:

- how the school will manage the issue of mobile phones in school;
- the rationale for this approach;
- what parents and carers should do if they would like their child to have access to a mobile phone;
- what the school will consider as exceptions to the normal regulations.

Policy for children

The school policy is that children should not bring mobile phones or any form of electronic communication devices to school.

If a child is found in possession of a mobile phone it will be confiscated by a member of staff for the remainder of the school day. The member of staff will keep the mobile phone in a safe place until the end of the school day when it will be returned to the child. If this happens more than once the mobile will be returned to the parent or carer so that the school can explain why mobile phones are not permitted.

The school does not allow children to use mobile phones in school because:

- their use in school may distract pupils away from their work;
- mobile phones may be misused (for example, cyber bullying, viewing the Internet inappropriately and sending or receiving inappropriate images of members of the school community);
- staff time could be taken up investigating lost or even stolen mobile phones.

Procedure for if a child needs to bring a mobile telephone into school for use after school,

- The parent or carer and child should complete a 'Mobile Telephone Permission form (see appendix 1)
- The telephone should be handed to the class teacher and it will be kept in the class 'money tin' throughout the day.
- It is the child's responsibility to collect the telephone from the front office after school.
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Please note that this is intended for when children are walking home alone after school or are going elsewhere after school (i.e. to another friend or relative's house).

Policy for staff

Staff may be in possession of a mobile phone but it must be switched off (or left on silent) at all times when the adult is working with children. Staff should not make or respond to calls or text messages during the working school day. Calls may be answered or made in case of emergencies, but the member of staff should move away from the children when using the phone. Mobile phones can be used away from children outside of a member of staff's working day (i.e. during breaks or after school). Staff are reminded to be considerate of colleagues when using their phone in the staffroom.

Staff are permitted to use the photo and videoing facility on a mobile telephone provided that it is for work use only. Any recordings should be downloaded and then deleted from the mobile device as soon reasonably possible. Under no circumstances can recordings be shared publically other than for official school business (i.e. school Twitter account, school Facebook account or school website).

School trips

A senior member of teaching staff will take the decision on whether mobile telephones are permitted to be taken on a trip. The decision will be made taking into account varying factors (i.e. expected time of return, activities happening during the visit, if parents are meeting the child there).

On rare occasions, the children may be able to bring a mobile phone with them if they wish. This is to allow children to inform parents and carers of the time of their return and to assist with pupil security. The lead teacher will make it clear to all the children involved in the activity when they can and cannot use their phones during the day.

The school are not responsible for the safe-keeping of the mobile telephone and telephones are taken on trips at the parent or carers risk.

Monitoring and review

The headteacher will monitor the implementation of the mobile phone policy. The headteacher will keep a record of all incidents involving mobile phones and will report to governors so that this policy can be reviewed as appropriate.

This policy will be reviewed by governors every three years or sooner if deemed necessary.

Signed:

Date:

Mobile Phone Permission Form 2015-2016

Child's Name:

Child's Class

Our school is well aware that many primary-age children own a mobile phone; however, we are an institution that is primarily focused on learning and the safety and well-being of our pupils is paramount. Consequently, we do not allow children to bring mobile phones into school unless the parent or carer deems it necessary for use after school.

The majority of primary-aged children do not need to bring a mobile phone to school, however we do acknowledge that there are times when your child would benefit from having a mobile (i.e. if walking home alone or if not going straight home after school). If you believe that you child needs to bring their mobile to school, please complete the form below:

My child needs a mobile phone for the following reason:

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I give permission for my child to have a mobile phone in school when needed during the academic year 2015-2016

I give my child permission to have a mobile phone in school on the following dates:

I am signing to agree that I understand the following:

1. Although the phone will be kept in a locked box during the day, the school are not responsible for its safe-keeping and will not be liable should it be lost, damaged or stolen.
2. My child will need to ensure that the mobile phone is switched off whilst on school premises and will not be used to take photos, videos or recordings whilst in school.
3. Permission for having a mobile phone in school will be removed should the following happen:
 - Any incidents of cyber-bullying through the use of the mobile phone
 - Recordings being made (see above)
4. My child must hand their mobile phone to a member of staff in the morning and it is their responsibility to collect the phone from the front office at the end of the day
5. If the mobile phone is not handed in, it will be confiscated as per our Mobile Telephone Policy

Signed:

Parent or carer

Signed:

Child