

East Hunsbury Primary School



Mobile Phone Policy

| Version Number | Date established by governing body | Date for Full Implementation | Due for Review |
|----------------|------------------------------------|------------------------------|----------------|
| 1 | Nov 2022 | Nov 2022 | Nov 2024 |
| 2 | June 2023 | June 2023 | June 2025 |
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Headteacher: Mrs K Pennington



1.0 Purpose

This policy provides clear guidance on the use of mobile phones in school. Please note, that no smart watches are allowed in school, however a simple step counter/fit-bit style watch is allowed, if they cannot connect to the internet. East Hunsbury Primary School accept no responsibility for the loss or damage to any watches.

At East Hunsbury Primary School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

We aim to set an example for safe and responsible phone use by giving clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.

At East Hunsbury Primary School, we are aware of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness or are aware of, a breach of this policy.

2.0 Staff policy

2.1 Staff should only use their phones during non-contact time and within areas of the school where pupils are not present. During all other times, their phone should be stored in a cupboard, away from children. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

2.2 The Headteacher will decide on a case-by-basis whether to allow for special arrangements. Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

2.3 Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct. This guidance should be seen as a safeguard for members of staff, the school and the trust.

2.4 Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must also avoid publicising their contact details on any social media platform or website to avoid unwanted contact by parents or pupils.

2.5 Staff should understand that failure to comply with the policy is likely to result in the enforcement of the whistleblowing policy and associated procedures.

3.0 Parent, Visitors or Volunteers in School Policy

- 3.1 Adults, either in school or accompanying children on school trips, should not use their mobile phone to take pictures or videos of pupils. If it is a public event, such as a Class assembly, Sports Day or Summer Fair, photos and videos that are taken, should not be shared on any social media platforms, as permission has not been given by all parents for this to happen.
- 3.2 Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. If parents, who accompany children on a school trip, are asked by the teacher to take photos as a record of the visit, they will be issued with a school device in which to do so.

4.0 Pupil Policy

- 4.1 While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, especially if they walk to and from school without adult supervision, East Hunsbury Primary School actively discourages pupils from bringing mobile phones into school, due to the potential issues raised above. Therefore, only years 5 and 6 are permitted to bring their mobile phones to school, if it is deemed to be appropriate by a parent/carer.
- 4.2 If a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by a parent. Children must follow the following rules, otherwise they are in breach of our behaviour policy:
 - 1. Phones must be turned off prior to entering the school grounds,
 - 2. Phones must be handed immediately to the class teacher on entry to the classroom and will only be returned at the end of the school day.
 - 3. Pupils must not switch their phone on until they exit the school grounds.
 - 4. Phones should be clearly marked with the name of the owner.
- 4.3 Parents are advised that East Hunsbury Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or onto school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, and handed to a member of the office team, who will record the name of the pupil and attach it to the phone if necessary. The mobile phone will be stored by the school office in a safe place. Parents will be asked to collect the phone at the end of the school day and if necessary, the school's behaviour policy will be applied. The pupil will not be allowed to bring their phone to school for at least a 6-week period.
- 4.5 If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been permanently removed by the pupil in the presence of a phase leader or member of the SLT. (Please see more guidance on sexting in our Child Protection Policy). In some cases, the police might be called.
- 4.6 Should a pupil be found to be using their phone on site, in a way that contradicts our school anti bullying, child protection, safeguarding, internet safety or behaviour policies, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. We ask that parents should talk to their children about the appropriate use of text messaging, as these can often be used to be unkind to other pupils and cause offence.
- 4.7 Should parents need to contact pupils or vice versa during the school day, this should be done by contacting the school office via phone or email, as usual.

This policy supports the Behaviour, Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-safety policies.

This policy will be monitored and reviewed as required but at least every two years.

APPENDIX 1

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the classroom first thing in the morning, turn it off and hand to the teacher as they enter the classroom.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed

..... Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE.