



St Mary's CE Primary School

Mobile Telephone Policy

Introduction

Mobile phones are an integral part of the everyday lives for adults and, increasingly, children. They are seen as everyday equipment that all people carry and have come to rely upon.

While the Governing Body of St Mary's CE Primary School accept and recognise this, it will not tolerate any interruptions or intrusions brought about by having such items on the school site. Nor will it accept any responsibility for the damage or loss of mobile phones brought on to the school site by either staff or pupils.

Principles

It is undeniable that there are many benefits to having mobile phones available for use by staff or pupils. The greatest of these being the ability to be in constant and immediate contact with family, friends, etc. However, there are many negative aspects to allowing mobile phones on the school premises. Some of these might include:

- Temptation for theft.
- Intrusion of privacy through the unsolicited use of cameras and videos.
- Time wastage if phones are lost, broken or stolen.
- Expense to staff/parents if mobile phones are lost, broken or stolen.
- Intrusion of privacy where personal details are stolen.

As a school, these have been considered and the Governing Body accepts that, only where strictly necessary, mobile phones are allowed into school but should not be used during school time by either staff or pupils. They should not provide any intrusion in working/teaching time at all.

Guidance – Pupils

This guidance is aimed at ensuring that mobile phones are available when needed by the children but do not present a nuisance to learning. They should not present a threat to the personal safety or privacy of pupils or staff. Mobile phones may only be brought onto school property at the agreement of the Headteacher. An agreement must be signed by both parents and pupils that they understand the school's expectations and will not tolerate breaches. (Appendix 1)

- Mobile phones may only be brought into school for legitimate reasons – *such as KS2 pupils who walk home alone.*
- Each day, mobile phones must be handed in to the class teacher/teaching assistant to be locked away. The phone must be switched OFF (not left on *silent*).
- Mobile phones may be switched back on as pupils **leave the school building** – then placed into a pocket or bag.
- Children attending an after-school club or tuition must keep their phones switched off and hand them to the adult taking the club or tuition.



- The taking of photographs or videos on phones is NOT permitted by children or staff as this may present a Data Protection breach if these images are then uploaded onto social networking sites.
- Mobile phones should NOT be left in bags or coat pockets. If they are lost/stolen/broken, the school takes no responsibility and is not liable for the return or replacement of the phone; the parent/child is responsible.
- Curriculum time will NOT be spent investigating matters pertaining to the loss or damage of phones as this should not happen within the school day if children follow the expected procedures.
- If a pupil has a mobile phone in school without permission, it will be confiscated and returned to the parents at the end of the day or when the parents come to school to collect it.
- The school will contact the community police officer and parents if pupils are discovered to be using their phones to send inappropriate messages to other pupils.

Guidance – Staff

This guidance is aimed at ensuring that use of mobile phones is seen as fair by parents, children and staff alike. It is also aimed at ensuring professionalism at all times.

- Use of mobile phones is NOT permitted during working time – either to make/receive calls or to send texts; this can be done at break or lunch times.
- Mobile phones should be locked away during work time and not left in full view of either pupils or parents.
- Other than in agreed exceptional circumstances, mobile phones should be either switched off or put to *silent* while in the cupboard or locker.
- Mobile phones should not be used in any area where children are present.
- It is preferred that phone calls are not made/taken in communal staff areas, e.g. staffroom/office.
- Staff accept that mobile phones brought on to school property are their responsibility at all times.

Guidance – Parents

We request that parents consider their use of mobile phones whilst on the school property. Inside school we ask that parents do not use their phone whilst standing at the school office or in front foyer as this is distracting for other school users. We also request that parents do not use their mobile phones on the school playgrounds, there is visible signage to this effect.

During assemblies/performances we recognise that most parents use their phones to record video footage of the production or take photos on their mobile phones. This is allowed but parents must be aware that staff will ask that these images are not used publicly on any social networking sites



and that they must remain personal to their own immediate family and friends. No images of other children, apart from their own child/ren, must be used on any social networking sites; a verbal reminder will be given at the end of all public performances. Likewise, all phones must be switched to silent during performances so that incoming messages/calls do not distract the children performing.

Links

This policy links to the (Use of) Children's Images Policy.

Equal Opportunities

This policy applies to all and does not unlawfully discriminate because of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

Last reviewed: November 2018

This is a non-statutory policy.

The policy is dated at its last review or when written.

The policy will be reviewed as required by the School Leadership Team.



Building a bright future for myself, my school and my community.

St Mary's CE Primary School
Mobile Phone Agreement

Name of child: _____ Class: _____

- ✓ I allow my child to bring their mobile phone to school.
- ✓ I accept the mobile phone will be switched off and handed into the class teacher on arrival at the classroom.
- ✓ I accept that the mobile phone will be locked away and that there will be no access to this during the day.
- ✓ I accept that the mobile phone will be handed out to my child at the end of the day.
- ✓ I accept that the mobile phone will not be switched off until my child has left the classroom.
- ✓ I accept that my child will hand their phone in to the adult leading a club or tuition after school.
- ✓ I have told my child how to use their phone sensibly and understand the action the school will take if it is discovered they are using it to bully others.

Signed: _____ (parent/carer) Date: _____



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Signed: _____ (parent/carer) Date: _____