



Mobile Phone/Electronic Device Policy

November 2015

Our Vision

- We value every child's individuality
- We value the development of the whole child-academically, physically, emotionally, socially and spiritually.
- We value a broad and rich experience, alongside academic success.
- We value a happy, caring, sustainable, and safe environment.
- We value the contribution we make to, and receive from, parents and the wider community.
- We value the development of all staff to achieve their full potential.
- We value dynamic leadership and management.

Key points:

- The term 'Mobile Phone' includes all phones, i.e. smart phones, iphones etc.
- The term 'Electronic Device' includes tablets, ipads, laptops etc.
- Mobile phones can be misused by both staff and pupils.
- They can become an instrument of bullying or harassment directed against pupils and teachers.
- Smart phones allow social media updates, which could be inappropriate.

1. Introduction

1.1 Many children in KS2 have permission to walk to and from school by themselves, therefore pupils in KS2 are permitted to bring mobile phones in to school. Phones must be handed in to the office upon arrival where they will be kept safe until the phone is collected again at home time. Children are not permitted to use their phone during the school day.

1.2 This policy provides guidance on the appropriate use of personal mobile phones by members of staff and visitors, including the potential consequences of misuse.

2. Staff

2.1 Staff use of mobile phones during the school day should be limited.

2.2 Mobile phones should be switched off and left in a safe place during lesson times, secure from children's access. Staff should only make use of mobile phones in designated areas. The designated area is the staff room. If a private call needs to be made then a request for a room can be made to the Senior Leadership Team or the school office. Staff should not send and receive texts in classrooms or use smart or camera phones at any time.

2.3 Staff should never contact students from their personal mobile phone, or give their mobile phone number to students. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.

2.4 Staff should never store parents' or pupils' telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact, unless the parent in question is a family member or a close family friend. In this scenario, staff should ensure they do not discuss pupils using their mobile phone and any communications regarding pupils should be made via the school telephone. Any concerns should be brought to the Headteacher's attention immediately.

2.5 Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.

3. Children

3.1 Children in KS2 may bring a mobile phone to school. Phones must be handed to the office in the morning, and collected at home time. Children are not permitted to use their mobile during the school day or on the school premises. This includes the taking of photos.

4. Parents and Visitors

4.1 The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor/carers is seen using their mobile phone in the building, they will be asked to use it away from the children. Use of mobile phones for sports days and performances etc. are acceptable for private use only, though parents will be requested not to share information/photos via social media.

5. Exceptional Circumstances

5.1 This is a large site and it may be necessary for a specific activity to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be need to be authorised by a member of the SLT.

6. Camera Technology

6.1 There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

6.2 With regard to camera mobile phones, a member of staff should never use their own phone to photograph a student(s), or allow themselves to be photographed by a student(s).

7. Consequences of Contravening this Policy

7.1 Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a pupil is likely to be viewed as a serious disciplinary offence up to and including dismissal.

Approved (Curriculum): **November 2015**

Next Review: **November 2017**