

# ESTCOTS PRIMARY SCHOOL



## Mobile Phone Policy

# MOBILE PHONE POLICY ESTCOTS PRIMARY SCHOOL

## CORE PURPOSE

We are committed to keeping up to date with technology to support learning at Estcots Primary School. We encourage and support the respectful use of any technology to enhance learning as long as it follows school protocols and keeps everyone safe. We are committed to using new technologies that will bring about excellence in all of our work.

## Rationale

Mobile phones are now a feature of modern society and many older pupils own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones leading to potential child protection and data protection issues.
- The potential to use the phone eg. for texting whilst on silent mode.

It is not realistic to prohibit phones being brought to school, however we would expect the children to hand their phones into the class teacher each morning and return them in the afternoon. It is our policy to allow pupils to have a mobile phone with them in school under the conditions outlined in the policy below.

## How will mobile phones and personal devices be managed?

- Mobile phones and/or personal devices are only to be brought onto school premises by children if they hand them in to their class teacher each morning.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.

## SCHOOL POLICY - STUDENTS

Estcots School recognises that parents / carers may wish their children to have mobile phones for use in cases of emergency. However, mobiles can be used inappropriately and are potentially targets for theft and bullying.

### Pupils Use of Personal Devices

- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- Phones must be handed in to the class teacher in the morning and must be **switched off**.
- They will be kept locked away from the children until the end of the school day.

- Phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.

## SCHOOL POLICY – PARENTS/VOLUNTEERS

The school is always grateful for the support that parents and other stakeholders gives the school which creates a welcome to all and enables children to access more opportunities. The school also accepts that helpers will have their mobile phones with them and understands that they may need to be contacted. However, we have to ensure the safety and protection of all of the children in the school and therefore we have adopted this policy.

### Volunteer's use of Personal Devices

- Volunteers are asked to ensure that their mobile devices are kept in the bags
- Volunteers are asked to advise the class teacher that they have their phones with them
- They should not get them out during their visit
- NO photographs should be taken while helping in school or on a school trip
- NO activity on social media while helping in school or on a school trip
- An agreement must be signed when starting to volunteer
- An agreement is to be signed for every trip that is attended
- When on school trips location tracking must be disabled

## SCHOOL POLICY - EMPLOYEEES

The school accepts that employees will bring their mobile phones to work. The Governing Body has, therefore, adopted the following policy.

### Staff Use of Personal Devices

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Staff will use the school phone where contact with pupils or parents/carers is required.
- Mobile Phone and devices will be switched off or switched to 'silent' mode, Bluetooth communication should be "hidden" or switched off and mobile phones or devices will not be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal device as part of an educational activity then it will only take place when approved by the Senior Leadership Team.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- Social media must not be used.
- An agreement must be signed

This policy clearly sets out what is acceptable in school regarding mobile phones and other personal devices:

If a member of staff breaches the school policy then disciplinary action may be taken

NB: This policy should be read in conjunction with the Behaviour and Safety Policy and the Anti-Bullying Policy



## Estcots Primary School Volunteers Agreement on the use of Mobile Phones in school

The use of mobile phones at Estcots Primary School while helping in school trips is only allowed for emergencies.

- Under **NO** circumstances should photographs be taken of the children on a personal phone.
- Under **NO** circumstances should information be shared on social media.

I .....Acknowledge and agree to the use of my mobile phone whilst helping in school.

Signed .....

Date .....

Signed .....  
Headteacher/Deputy/Phase Leader

Date .....



## Estcots Primary School Volunteers Agreement on the use of Mobile Phones during School trips

School Trip Details.....

Trip Leader .....

Date of Trip .....

The use of mobile phones at Estcots Primary School while helping on school trips is only allowed for emergencies, contact with the trip leader and with the knowledge of the Headteacher and the trip leader.

- Under **NO** circumstances should photographs be taken of the children on a personal phone.
- Under **NO** circumstances should information be shared on social media.
- I will use my phone to contact the team leader during the trip if needed.
- I will use my phone for emergencies if required.
- If volunteering on a trip location tracking must be disabled.

I ..... Acknowledge and agree to the use of my mobile phone whilst helping on the school trip.

Signed .....

Date .....

Signed ..... Trip Leader

Date .....

Headteacher/Deputy .....