

ST. PAUL'S C. E. PRIMARY SCHOOL



**St Paul's Primary School  
Mobile Phone Policy**

# Mobile Phone Policy

**This policy provides guidance on the use of mobile phones in school by staff, visitors and pupils.**

## Introduction

St Paul's C E Primary School has a policy regarding allowing pupils to bring mobile phones into school, this policy also makes reference to camera phones.

## Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

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

A member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures.

## Staff Policy

Staff use of mobile phones during their working day should be:-

- Outside of their contracted hours
- Discreet and appropriate e.g. not in the presence of pupils.

Mobile phones should be switched off and left in a safe place during the working day. The school cannot take responsibility for phones that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent or carer, they should use the school telephone in either the main office, the management office or the rainbow room. If it is necessary to contact a parent or carer using your personal mobile phone this must be done with the permission of the Headteacher or a member of the Senior Leadership Team.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

All staff must follow the following procedure regarding the use of mobile phones and cameras:

1. Ensure you have sole use of your mobile phone. This will be used to contact parents / carers if necessary and with permission.
2. Ensure any photographs of children, recording their developmental milestones will not be shared with any-one else, unless you have received permission from parents / carers to do so.
3. Take steps to ensure photographs and information is only stored on a computer where necessary and for a reasonable timescale.
4. Take steps to ensure that photographs and information are password protected, and compliant with the Information Commissioner's Office (ICO) and Data Protection Act 1998.
5. Ensure images of children are not displayed on any social media or web site.
6. Ask parents and/or carers, visitors and children not to use a mobile phone or camera whilst in the school or school setting.
7. You should have an understanding of the thresholds set by Wigan Safeguarding Children's Board (WSCB).

### **Parent, Visitors or Volunteers in School**

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as sports day or summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the school staff to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

### **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, St Paul's discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent. The phone must be switched off, and the phone must be handed to a member of staff in the classroom at the start of the day and collected at the end of the day. Phones should be appropriately marked or named so that the child can recognise their own phone in the event of children having the same make, model and colour. Parents are advised that St Paul's accepts no liability for the loss or damage to mobile phones which are brought into school or 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, handed to a member of the office team who will store the phone in the school safe. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practise continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior member of staff.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or members of staff, 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 staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior member of staff. (Please see more guidance on sexting on the safeguarding notice board).

Should a pupil be found to be using their phone inappropriately, 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 messages as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office on the school telephone number.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet / E Safety Policies. This policy will be monitored and reviewed as required.



**Mobile Phone Permission Form**

**Child's Name**.....

**Year Band**.....

**Phone Type**.....

**Brief description of the phone including any distinguishing marks**.....

.....  
.....

**Reason for request for child to bring phone to school**.....

.....  
.....

**Request Authorised Y / N**

**Signature of SMT**.....

**Date**.....

- Your child must hand their phone to the designated member of staff, your child will have been informed who this is via their class teacher.
- The mobile phone should be appropriately marked or named so that your child can recognise their own phone in the event of children having the same make, model and colour.
- Please note St Paul's C E Primary School is not liable for the loss or damage to a mobile phone.
- Should your child be found using their mobile phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

**Parent / Carer Name (print)**.....

**Parent / Carer (signature)**.....

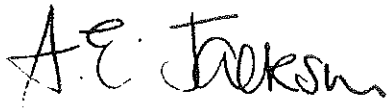
**Adopted by the Governing Body:-**

**Date**

**February 2017**

**Headteacher signature**

**Mrs A E Jackson**

Handwritten signature of Mrs A E Jackson in cursive script, with a horizontal line underneath.

**Chair of Governors signature**

**Mr M Roberts**

Handwritten signature of Mr M Roberts in cursive script, with a horizontal line underneath.