



Mobile Phone & Devices Policy

Policy Title	Mobile Phone & Devices Policy
Statutory	No
Policy Version	1
Policy Author	Mrs A Majcher
Ratified By	FGB Autumn
Date Ratified	December 2019
Review Period	2 Years
Next Review Period	Autumn 2021
Distributed To	All
To be published on website	Yes
Changes to this policy	N/A
This policy has been impact assessed against race, gender and disability and no adverse impact has been identified.	

Introduction

At Carrington Junior School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones/devices in school has been drawn up in the best interests of pupil safety and staff professionalism.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers;
- Support the school's other policies, especially those related to child protection and behaviour.

Related Policies

- Behaviour Policy
- Child Protection Policy
- Staff Code of Conduct
- Educational Visits Policy
- Use of Images Policy
- Staff Acceptable Use of Policy for all ICT Internet & Hardware

Roles and Responsibilities

All staff (including teachers, support staff, and supply 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.

The Head Teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of Mobile Phones/Devices

Pupils:

- Pupils are not permitted to have mobile phones or devices at school or on school trips.
- If, on a rare occasion/exceptional circumstances, a parent wishes their child to bring a mobile phone/device to school:
 - ❖ The parent must complete Appendix 1 requesting permission from the Head Teacher for their child to bring in their mobile phone.
 - ❖ The phone/device must be switched off and handed in to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
 - ❖ The parent will take responsibility for the phone and the way it is used.
- Mobile phones/devices brought to school without permission will be confiscated and must be collected by the parent at the end of the school day.
- Occasional and repeated or serious incidents where children have mobile phones or devices in school without permission and/or use them in school will be taken very seriously and will be managed in line with our Behaviour Policy.
- The school accepts no responsibility for mobile phones that are lost, damaged or stolen (even when confiscated) on school premises.
- The school reserves the right to revoke permission if pupils do not abide by the policy.
- Parents are also responsible for children's use of mobile phones/devices to and from school. Inappropriate use at these times remains the responsibility of the parent and should be reported to the Police.

Staff:

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile 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.

The Head Teacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01628 521457 as a point of emergency contact.

- Staff must not use their personal mobile phones/devices to take photographs of children or to process personal data, or any other confidential school information.
- A school/personal mobile will be carried to sporting fixtures away from school or on an educational visit for contacting school or parents in the event of an emergency. Personal phone numbers should not be given to children's parents or carers.

Parents, Volunteers and Visitors:

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- not taking pictures or recordings of pupils, unless it's a public event (such as sports day or a school fair), or of their own child;
- using any photographs or recordings for personal use only, and not posting on social media without consent;
- not using phones in lessons, or when working with pupils.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

APPENDIX 1:

REQUEST FOR PERMISSION ALLOWING A PUPIL TO BRING THEIR MOBILE PHONE TO SCHOOL

PUPIL DETAILS	
Pupil Name:	
Class:	
Parent(s)/Carer(s) name(s):	

I request permission for my child to bring their mobile phone into school for the following reason(s):

I agree that my child will switch their mobile phone off once on school premises and hand it into the school office first thing in the morning and collect it from the office at home time.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke permission if pupils do not abide by the policy.

Parent/Carer signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	