



MOBILE PHONE POLICY

AIMS AND PURPOSES

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. No other personal digital devices are allowed on school grounds due to safeguarding of other pupils.

However, we recognise that in Year 5 and 6 mobile phones may have a part to play in securing pupils' personal safety before and after school when walking to and from school.

PROCEDURES

Parents of Year 5 or 6 pupils will need to make a request in writing to the Headteacher. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises. The phone is not to be taken into the classroom but handed into the school office and collected at the end of the day.

PUPILS

Where a pupil in Year 5 or 6 does bring a mobile phone to school, the phone must be switched off before handing it to the school office and **cannot** be used for any purpose on school premises or during off-site activities (such as swimming or sports) or school events (such as discos). If a phone is not handed into the school office and is seen or heard during the day it will be confiscated and given to a member of the Senior Leadership Team. A parent or carer will have to collect the mobile from the staff member at the end of the school day.

During the school day, if a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

INAPPROPRIATE USE OF A MOBILE PHONE

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or staff, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or staff have been taken the phone will not be returned to the pupil until the images have been deleted. The parent/carers will be contacted by a member of the Senior Leadership Team. If this is not possible, then a letter will be sent notifying them of the seriousness of this action. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be logged in the appropriate file.

Please read and discuss the school rules around mobile phones with your child and return the form below should you wish your child to carry a phone to school. The Headteacher will authorise reasonable requests and return the permission slip to you.

Letter to the Headteacher regarding the Pupil Mobile Phone Usage

Child's Name Class

Reason for needing mobile phone in school:

- I understand that it is my child's responsibility to hand his/her phone to the school office on arrival to school and collect at the end of the day
- I confirm that my child's phone will be switched off before handing into the school office and will not be used, for any purpose, on school premises, grounds or during off-site school activities (such as school swimming or sports activities)
- I understand that any use of the phone on school property will result in it being confiscated and returned only to the parent, guardian or carer.
- I also acknowledge that the school will accept no liability or responsibility what so ever for any mobile phones brought on to the school premises at any time.

Signed: Parent/Carer

Date:

Signed: For & on behalf of St Margaret's Academy

Date: