



Use of Mobile Phones Policy

Date of this review: Autumn 2015

Date of next review: Autumn 2018

Rationale

This policy defines and describes the acceptable use of mobile phones for all members of the school community. The phrase 'mobile phone' in this policy should be taken as referring to mobile phones and all personal electronic devices capable of taking images and communicating.

Aims

We want to provide a safe environment where everyone treats each other with respect and uses technology responsibly.

1 Objectives

- 1.1 Provide a policy that clearly sets out our expectations and procedures
- 1.2 Ensure that our community understands our expectations regarding the use of technology on our school site
- 1.3 Educate our children so that they make good choices about the use of technology in their lives
- 1.4 Support parents in their monitoring and regulation of their child's use of technology

2 The possession of mobile phones

- 2.1 We accept that mobile phones are a part of many people's lives and therefore mobile phones will be brought into school
- 2.2 We discourage children from bringing phones into school and if parents feel this necessary they must put a request in writing to the school office
- 2.3 Children are not permitted to have mobile phones in their possession at school, including school visits: phones must be turned off and handed in to the school office before morning registration (phones are left entirely at the owner's risk)
- 2.4 Phones not handed to the school office will be taken from pupils and stored in the school office at the owner's risk until they are collected by a parent
- 2.5 Staff must turn off their phones and store them out of sight of children (it is recommended that phones are protected using an entry code)

3 The Use of Mobile Phones

- 3.1 All members of the school community are requested to use phones respectfully and appropriately at all times, whether this is during the school day or at any other time, on or off the school site
- 3.2 Children are not permitted to use phones on site at any time unless asked to do so by a member of staff (this includes clubs and events)
- 3.3 Staff may only use phones during their non-contact time and must do so away from children; phones must not be used for anything other than personal use (school equipment is provided)
- 3.4 Phones will not be used to record images of members of our school community; recording of appropriate images may be done using school equipment and as set out in the appropriate policies (persons may be restricted from possessing or using phones in school where there is a concern that 3.3 has been contravened and we work with local schools and outside agencies to safeguard our children)
- 3.5 Parents are allowed to use phones to record images of their child during clubs and shows; they are requested not to share these images on social media, particularly if the image includes other children (persons may be restricted from possessing or using phones in school where there is a concern that 3.4 has been contravened and we work with local schools and outside agencies to safeguard our children)
- 3.6 Visitors to the site are not permitted to use their phones unless authorised to do so by the Headteacher

4 Responsibilities

- 4.1 Users are responsible for adhering to this policy
- 4.2 The school and governors will ensure that all members of the school community are made aware of this policy and that any concerns regarding a breach of this policy are treated seriously and in accordance with other relevant policies, eg Use of Social Media, Staff Code of Conduct, Use of Photographs in School

Linked Policies:

Use of Photographs in School
Staff Code of Conduct
Anti-Bullying
Use of Social Media and Networking