



Mobile Phone Policy

Policy

This policy outlines the appropriate use of mobile phones on our school site for all staff and pupils.

Rationale

The Governors and staff of St Mary's C of E Primary School recognise that many pupils and their families own mobile phones. We also recognise that some parents/carers request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

Aims

To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy.

GUIDELINES

Staff

During teaching time, while on playground duty and during meetings, mobile phones will be

- Switched off or put on 'silent' or 'discreet' mode
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on the playground and during meeting.
- Should not be on display/left out

Pupils

- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damages mobile phones
- There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day. Contact with pupils during the school day can be made via the school office.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

- Pupils are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission Slip and they **must** hand the phone in at the office and pupils can retrieve their phone at the conclusion of the day.
- If pupils do bring their mobile phone to school it should be clearly marked with their name.

Sanctions

- Confiscation of the mobile phone (handed back to pupils or parent at the end of the day)
- A pupil being banned from bringing a mobile phone onto the school grounds.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupt or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatened or is likely to threaten the safety or wellbeing of any persons; or
- Is in breach of any law.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be reported to member of the Senior Leadership Team immediately.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of the portable computer games, ipods and similar devices.

Policy reviewed: November 2018

Date of next review: November 2019