



## Mobile Phone Policy

<b>Date Policy was formally adopted</b>	09.20
<b>Review Date</b>	09.23
<b>Chair's Name</b>	Steph Green
<b>Chair's Signature</b>	

### **Core Values**

Respect

Enjoyment

Care

Confidence

Challenge



*This policy provides clear guidance on the use of mobile phones with explicit reference to camera mobile phones in school by both staff and pupils.*

### **Introduction**

Parents should discourage pupils from bringing mobile phones to school; however, we recognise that for some of our pupils, mobile phones may have a part to play in securing pupils' independent personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils. Our expectation is that if a pupil needs to contact his/her parents/guardians they will ask the school office to do so. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Mobile phones brought to school by pupils must be handed in to the school office before school and not collected until school has finished for each day. The school accepts no responsibility for any loss or damage whilst the device is on school premises

### **Camera Mobile Phones**

Most mobile phones now have an integrated, built in digital camera enabling 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.

### **For Staff**

Mobile phones should be switched off and left in a safe place during lesson times and any contact time with pupils. The school cannot take responsibility for items that are lost or stolen.

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

- discreet and appropriate eg: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone in the classroom during lesson time is not appropriate.
- In keeping with their professional responsibilities and expectations.

Special arrangements can be made with the Headteacher for members of staff with concerns and who wish to keep their mobile phone on in silent mode during the school day for any expected emergency calls. Staff are welcome to share the school office telephone number for emergencies for dependents and family members.

Staff should not be contacting pupils or parents from their personal mobile phone and should not give their mobile phone number to pupils or parents. The only exception is within an emergency situation as a last resort if landlines and other technology has failed. If a member of staff needs to make telephone contact with a pupil, they should, wherever possible, use the school telephone in the office.



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

With regard to camera phones, a member of staff should never use their phone to photograph pupils(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure. Staff should also refer to the school's Safeguarding Policy; Code of Conduct and Whistleblowing Policy.

### **For Pupils**

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, Rodings discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Rodings accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to have infringed upon the agreement set out in this policy they may not be allowed to bring their mobile phone into school.

- On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.
- On the second infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parent/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.
- On the third infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy.



## **Rodings Primary School Policy for Mobile Phones**

If images of other pupils or adults 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 member of the Senior Leadership Team (SLT). 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 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 via phone or email.

The policy supports the Behaviour, Anti bullying, Child Protection and Acceptable Use policies.



## Glossary of Terms and Abbreviations

<b>Term/Abbreviation</b>	<b>Meaning</b>
SLT	Senior Leadership Team