

# Mobile phone and mobile devices policy

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## Introduction

This policy sets out the school's position in determining what is acceptable and unacceptable use of mobile technologies by pupils whilst they are in school.

The purpose of this policy is to prevent the unacceptable use of mobile phones, camera phones, MP3 players and smart watches (or equivalent) impacting negatively on pupil learning and from preventing staff from concentrating on pupils' learning experiences.

The safeguarding of pupils and staff is a high priority and this policy has taken into account risk factors and historical behaviours that have compromised the safety of pupils and staff in school.

In addition, in order to be fully inclusive, and to not see those pupils who do not have 'state of the art' mobile devices disadvantaged in their learning, the school has invested in technologies to support learning across the school.

This policy has been developed following discussion with teachers, with pupils through the pupil parliament and from feedback from parents/carers following a newsletter invitation to all families for feedback in May 2016.

NB: For the purposes of this policy, all references to 'mobile phones' should be taken to include MP3/4 players, iPods, iPads and smart watches or their equivalents.

## Mobile phone and mobile devices policy

- The school strongly advises that mobile phones should not be brought into school at all. Pupils have no legitimate need to use a mobile phone at all in the school day.
- The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.
- Where a mobile phone is brought into school, it is entirely at the pupil's and parent/carers own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other mobile device brought into school.
- Mobile phones, which are brought into school, **must be turned off** (not placed on silent) and **stored out of sight** (in a bag, not pockets) immediately as the pupil arrives at the school gate. They must remain turned off, and out of sight, until the pupil has left the site at the end of the day.
- If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will log the confiscation and place the mobile device at reception for safe storage.

- When a mobile is confiscated, the matter will be recorded on the child's behaviour log.
- On the first occasion, on which a pupil's phone is confiscated, it will be available for collection by their parent/carer from reception at the end of the next school day. Phones can be collected from reception between the end of the school day until 4.30pm, Monday to Thursdays, and until 4pm on a Friday.
- On the second occasion, a pupil's mobile phone is confiscated a meeting will be arranged for parents/carers to meet with senior staff in school. At this meeting the phone will be returned.
- If a mobile phone is confiscated for a third occasion, a meeting will be arranged for parents/carers to meet with a member of the school's governing body and SLT. At this meeting the phone will be returned.
- Any pupil who refuses to hand over a mobile phone, when requested to do so, will be removed from their lesson and the refusal will be treated as a disciplinary matter.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time without their explicit permission.
- In accordance with the school's safeguarding protocols, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. The school will involve the police as required.
- The school's mobile phone policy is regularly communicated to all pupils and all families will receive a copy of the policy in the school's annual summer mailshot.
- Where parents/carers of pupils need to contact pupils during the school day, they should do so only on the school telephone system via reception and not via mobile phones.

In order to be clear, all communication between pupils and parents/carers must go through the school reception. The use, by pupils, of mobile phones whilst in school to communicate with parents/carers is not allowed. Pupils can use the school's phone at Reception.