

WILTON AND BARFORD PRIMARY SCHOOL



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.

However, we recognise that in Year 6 mobile phones may have a part to play in securing pupils' 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 phone and other digital devices by pupils. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians 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.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

PROCEDURES

Parents of Year 6 pupils will need to make a request in writing to the Head Teacher. 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. A letter will be sent to parents stating our policy and is to be included in the school's Starter Pack.

Pupils

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone should be clearly labelled with their name and taken to the school office at 08:45 and collected at 3:15. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.

Inappropriate use of a mobile phone

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, 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 teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SLT. 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 given to the head teacher and will be logged in an appropriate file. Any evidence (images or messages) may be passed to the police.

Staff and Governors

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty or while supervising children - with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a school camera, this would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or to check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call - for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team if they can leave their phone on. All phones must be left either in the staffroom or in the class teacher's cupboard.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. We accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. Parents should only take photos of their own child. Where other children are "in" the photo parents should think carefully about placing this image on social network sites such as Facebook and Twitter, without direct permission of the child's parent. This will be kept under review.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy