Bude Park
Primary School

# Mobile Phone Policy

Evidence of intentions and practice - for the information of

staff, governors, parents, LA, OFSTED and DfE

Prepared by:

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**Headteacher**

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| --- | --- |
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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 5 and 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 visits.

## PROCEDURES

Parents of Year 5 and Year 6 pupils will need to complete the permission form (Appendix 1) and hand this to the office. 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.

### 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 handed in at the front office and will be returned at 3:15pm. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, or coats.

### 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 the Head of School will be involved from the outset. If images of other pupils or teachers have been taken the phone will be confiscated and will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by the Headteacher or a member of the Senior Leadership Team.

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 and subsequent actions taken by the school will be made and the incident will be recorded.

### 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, in assemblies, on playground duty or while supervising children. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school i-pad. This would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or 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 Leadership Team.

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

**Sanctions**

Breaches of school discipline are dealt with through the school Behaviour Policy. With regard to any inappropriate use of mobile phones; pupils who infringe the agreement set out in this policy may also not be allowed to bring their mobile phone into school. If this is the case this will be communicated in writing to the parent or carer.

**Parents and Visitors**

Parents and visitors will be asked to turn phones off when volunteering in school so that there is no disruption to the school's programmes. Notwithstanding this, we accept that there may be parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. At all such events the school will point out that images taken must be for personal use and that no image should be used inappropriately nor placed on-line on social networking sites or personal websites.

**Appendix 1 – Parental consent letter**

I give permission for my child_____ in _____
Class (Y5 or Y6) to bring a mobile phone into school.

I have read and understood the School's Mobile Phone Policy and accept that the school accepts no responsibility for loss or damage to the phone whilst on school premises.

Signed _____

Date _____