

**MOBILE PHONE AND HAND-HELD DEVICES POLICY FOR STAFF AND CHILDREN**

**SEPTEMBER 2020**

**1. INTRODUCTION**

As mobile phones have increased in sophistication, with the functionality being parallel to that of school-based desktop and laptop computers, more care has to be taken with the usage of mobile smart type devices within school. In particular, the ability for most mobile phones to connect to the internet, via the mobile phone provider, means that pupils are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place. In addition, it is increasingly common for mobile phones and other handheld devices (such as portable music players and portable gaming devices) to be able to connect to any open wireless access points from neighbouring buildings.

These types of devices, if usage is not managed appropriately, pose serious challenges for schools who are trying to safeguard pupil use of the internet within school. However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching within lessons.

**2. STAFF USE OF PERSONAL DEVICE**

Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.

Staff will be issued with a school phone or must use the land line where contact with pupils, parents or carers is required when not on school premises.

Staff are not allowed to have their mobile phone out in the classroom at any time during school hours. They must remain in bags or in stockrooms. Staff can check their phones at break time or lunchtime in an area away from the classroom, such as a store cupboard, the office, The Headteacher’s Office, the PPA Room or the staffroom.

In an extreme emergency, for example the serious illness of a relative where a member of staff might need to be contacted during teaching periods, staff should discuss the circumstances with a member of the senior leadership team and only take the call if they have been given prior permission. Preferably, urgent calls will be made **TO** the office and a member of the office staff will alert the member of staff required. All urgent calls must be made in one of the areas listed above.

Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and must only use work provided equipment for this purpose.

If a member of staff breaches the school’s policy then disciplinary action will be taken.

Where staff members are required to use a mobile phone for school duties, for instance in case of an emergency during off-site activities, or for contacting pupils or parents, then where possible a school mobile phone will be provided and used. On trips where there is no school mobile phone, staff should phone school and a message will be relayed to parents in that way.

When staff need to liaise with each other on trips and they are prepared to share their number with other staff members they should exchange numbers prior to the trip. Staff should not share their personal numbers with parents or children.

**Cameras and mobile phones are prohibited in all toilet areas.**

**3. PARENTS, CARERS AND OTHER SITE USERS USE OF PERSONAL DEVICE**

Parents will not be allowed to use their mobile phones in the school building for personal calls.

Parents will only be able to use their phones to photograph children in during sports days, concerts and assemblies, unless a parent has signed to say that their child cannot be photographed. This permission will be sought annually.

Photographs and videos from any school event MUST NOT be shared via any social media site.

**4. PUPIL USE OF PERSONAL DEVICES**

No child will be able to bring a phone into school, unless they are in Years 6 and walk to and from home alone.

Before bringing their phone in, parents or carers must sign the school’s permission letter and acceptable use policy for mobile phones.

Phones will be switched off and handed to the class teacher on arrival. The teacher in charge will put the phone in a lockable draw in the teacher’s desk or I the stockroom.

Mobile phones will be returned to children at the end of the school day.

All other personal devices will be banned from the site.

**ACCEPTABLE USE POLICY FOR MOBILE PHONES – YEARS 6 PUPILS ONLY**

This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones are clearly identified and addressed, ensuring the benefits that mobile phones provide, such as increased safety, can continue to be enjoyed by our children.

Children, their parents or carers must read and understand the Acceptable Use Policy before they are given permission to bring mobile phones to school.

**1. REPONSIBILITY**

It is the responsibility of children who bring mobile phones to school to abide by the guidelines outlined below:

• No child will be able to bring a phone into school, unless they are in Years 5 or 6 AND parents have provided permission for their children to walk to and / or from home alone.

• Before bringing their phone in, parents or carers must sign the school’s acceptable use policy.

• Phones will be handed to the class teacher on arrival. The teacher in charge will put the phone in a lockable draw in the teacher’s desk or in the stockroom.

• Phones will be returned at the end of the school day.

• All other personal devices are banned from the site.

• Phones must not be used during breakfast club or during any after school clubs.

The decision to provide a mobile phone should be made by parents or carers. To reduce the risk of theft children are encouraged to only bring into school a cheap, basic phone as this reduces the attractiveness of the phone to other people who may see it on the way to and from school and may be tempted to steal it.

Parents or staff may remove the privilege of bringing a mobile phone to school if it is abused.

**2. ACCEPTABLE USES**

Mobile phones should be switched off upon arrival and handed to the class teacher. The teacher in charge will place the mobile phone in a lockable draw in the teacher’s desk or in the stockroom.

Mobile phones should not be used during breakfast club or during any after school clubs.

All collected mobile phones will be locked away until the end of the day.

At the end of the school day mobile phones will be returned to the pupils who should not switch the phone on until they have left the school gate.

The school premises is not the place for pupils to be exchanging phone numbers, accessing the internet, sending messages or making calls to friends.

**3. THEFT OR DAMAGE**

Pupils should mark their mobile phone clearly with their name.

Mobile phones that are found in the school and whose owner cannot be located should be handed in at office.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for children who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that children use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential.



Dear Parent / Carer,

Years 6 Mobile Phones: Parent and Carers Permission

I have read and understand Baines Endowed VC Primary School’s Acceptable Use Policy for Mobile Phones and Handheld Devices and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise e.g. if lost, or if the phone is being used inappropriately.

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school’s supervision, as outlined in this document.

Parent / Carer Name (print) ………………………………………….………………………………

Parent / Carer Signature …………………………………………………..……………………………

Child’s Name (print) ……………………………………………………..……………………………….

Child’s Class …………………………………………………………………………………………………..

Date ………………………………………………………………………