

# Manland Primary School

## Mobile phone policy



<b>Last Review by School</b>	March 2021
<b>Next Review by School</b>	March 2023

## **Introduction**

This policy outlines the appropriate use of mobile phones, tablets, I-watches or any other photographic device on our school site. It aims to address both the potential safeguarding risks posed by adults using electronic devices in school, and the potential behaviour and other challenges which could arise from children's use of electronic devices in school.

## **Purpose**

The staff of Manland Primary School recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school for safety, security, or logistical reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

## **Aims**

To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy:

*Adults: including staff, Governors, volunteers and contractors etc.*

- During the school day, phones will be switched off or put on "silent" or "discreet" mode, and shut/ locked away
- Staff members should give the school number if they need to be contacted in the event of an emergency and cannot answer the phone
- Mobile phone use is not permitted during working hours unless agreed with the headteacher
- Mobile phones should not be used between 8.30-3.25 in classrooms, the hall, resources room, school office, pupil toilets, corridors or in any room that pupils have regular access to
- Mobile phones may be used before or after school, or at lunchtime, in the staffroom / car-park areas, as long as children are not present
- Staff should not use personal devices for photography in school. Only school cameras or devices are to be used during school events and class lessons
- In Reception, to ensure the safety and welfare of our children in our care, personal mobile phones are not permitted within the setting when in the presence of children. This is a statutory requirement of the Early Years Foundation Stage Framework
- We will ensure that the following measures are in place :
  1. mobile phones must be kept in a secure place and should not be accessed throughout contact time with pupils
  2. Photographs or images of any pupils within our care may only be taken following parental consent and only using the school camera / phone and

- those images should remain within the setting
3. When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of pupils.

### *Pupils*

- Pupils should not bring valuable items to school, as they can be easily lost or stolen
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones or other devices. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other devices
- During the school day, if a pupil is seen using their mobile phone or other device, it will be confiscated and returned to their parent/carer. This includes using a mobile phone during a before- or after-school activity
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Parents should contact the school office as an appropriate point of contact with their child
- If it is essential that they bring a phone or any other device into school, pupils are advised that the device should be handed in to the office to be kept throughout the school day
- Even if pupils do hand their phones in, they are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones; or investigating theft of a phone.

### *Parents, carers and other family members*

- For safeguarding reasons visiting adults should not be taking images on the school grounds unless permitted on special events such as Assemblies/Sports Days/sports events/etc.
- Family members may take photos of their own children. No photos of children other than their own should be placed on social media
- Visiting adults may not use mobile phones outside of the designated areas.

### **Consequences**

For pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone or device
- Normal classroom sanctions
- Communication with parents/carers regarding mobile phone use at school
- A pupil being banned from bringing a mobile phone onto school grounds.

**Inappropriate Use – this policy should be read in conjunction with**

## **our Online Safety and Acceptable Use Policy**

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person; or
- Is in breach of any law

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy and Anti-Bullying Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

### **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPod and similar devices.

### **School events**

The use of mobile phones by pupils at any school or HSA events is strictly prohibited.