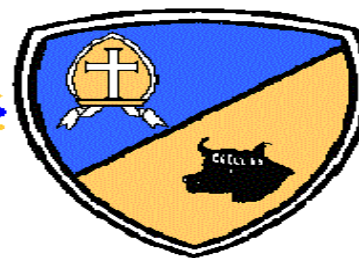


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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'Following in God's way, Learning day by day, Working with one another, Caring for each other'

Date of Policy: 2021
Date of Review : 2024

Mobile Phone Policy

OVERVIEW

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. This applies to older pupils in Years 5 ,6 and in exceptional circumstances parents may apply to the Headteacher for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted, mobile phones and cameras must not be brought onto school premises by pupils.

The school accepts no liability for the loss or mis-use of mobile telephones brought on to the school premises.

OBJECTIVES

1. To clarify the school position in relation to mobile phones and cameras.
2. To ensure that mobile phones and cameras are only brought onto school premises with the permission of the headteacher.
3. To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video.
4. To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
5. To ensure that staff only take photographs and video material of pupils and school activities with cameras, i-pads and other devices which are owned by the school and sanctioned by the headteacher.
6. To ensure that on school premises pupils have only safe, filtered access to the internet.
7. To ensure that pupils do not suffer from abuse by other pupils, including abuse by sexting
8. To ensure that education is free from interruption and disruption caused by mobile phones.

STRATEGIES

1. Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the headteacher.
2. Parents must apply to the headteacher for permission for mobile phones and cameras to be brought onto school premises or to be taken on any school activity or visit.
3. Parents seeking such permission will be required to sign a written agreement saying that

they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to websites that are unsuitable for children.

4. Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.
5. Members of staff, pupils, parents or other adults must not take, store or distribute pictures, images or make video recordings with mobile phones or with any other camera or device on the school premises without the Headteacher's permission. Teachers must not use their own cameras, mobile phones or personally owned i-pads to take, store or distribute pictures, images or make recordings of pupils. Staff must consult the staff handbook for rules about staff use of mobile phones in school.
6. Pupils in Years 5 and 6 or have been given exceptional permission to bring a mobile phone to school must switch it off and hand it in to the class teacher on arrival. It will then be locked away in the school office and returned to the pupil at the end of the school day.
7. If any pupil has a need to contact their parents or carers by telephone during the school day it must be done through the normal channels using the school telephone system and under the supervision of an appropriate member of staff.
8. If any parent needs to contact their child during the school day it must be done through the school telephone system and under the supervision of an appropriate member of staff.
9. Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the Headteacher has given permission.
10. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.
11. Parents will be held responsible for regularly checking their child's phone to ensure that any phone brought onto school premises does not contain any inappropriate material.
12. To ensure that we are fully compliant with all safeguarding procedures, staff are asked to silence/disable their mobile phones during the school day.
14. Staff are able to check their mobile at both break and lunchtime. It is understood that staff members have families and therefore they can provide the main office with a number for contact in the event of an emergency.
15. Staff mobile phones should only be used in the following areas: staffroom, offices and outside the main entrance. Staff are not to use phones in the classroom. Anyone seen with a mobile phone in non-designated areas will be challenged by staff and reported to the Headteacher.
16. When signing in on the electronic visitor and staff register all visitors and staff agree to demonstrate that they abide by the school's mobile phone policy.
17. All staff will be expected to sign the school's mobile phone agreement.
18. Any staff member who does not agree to sign the agreement, or visitor who doesn't agree by signing in, will not be permitted to use their mobile phone on the school premises.

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones.

Appendix 1

Mobile Phone Policy – Parent/Carer and Pupil Permission Agreement:

This agreement sets out the conditions of the school's policy that must be met before any mobile phone is allowed to be brought onto the school site by a pupil.

Parent / Guardian

1. I have read and understand the Mobile Phones Policy of St Luke's Church of England Primary.
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity.
4. I will ensure that my child understands that he/she must not use his/her mobile phone to take, store or distribute photographs, images or films or to access the internet whilst the device is on school premises or during any on or off site activity.
5. I understand that it is my responsibility to monitor my child's use of the phone and internet.
6. I will regularly monitor my child's mobile phone to ensure that it does not contain any inappropriate material and I will regularly check my child's contact lists and the sites that he/she visits including any social media or 'chat sites' to ensure that the device is not being used inappropriately.
7. My child will switch the phone off and hand it into their class teacher as soon as s/he arrives in school. The school will keep the phone locked in the school office once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered, at all times, by their own insurance.
8. I understand and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
9. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will regularly check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable inappropriate or illegal content in its memory.
10. I understand that the school will confiscate the phone until I collect it if my child does not act in accordance with this policy
11. I understand that the school withdraw permission for my child to bring a mobile phone or other device to school if this policy is not followed

Parent / Guardian Name (print) _____

Parent /Guardian Signature: _____

Date: _____

Pupil's Name (print) _____

Pupil's Signature _____

Date: _____

Appendix 2

Mobile Phone Policy – Staff/Visitor Permission Agreement:

This agreement sets out the conditions of the school's policy that must be met before any mobile phone is allowed to be brought onto the school site by staff/visitor.

Staff

1. I have read and understand the Mobile Phones Policy of St Luke's Church of England Primary.
2. I agree to abide by the conditions set out in the school policy and staff handbook.
3. I understand that mobile telephones must be switched to silenced or disabled on school premises and on any other school activity.
4. I will agree that I must not use my mobile phone to take, store or distribute photographs, images or videos whilst the device is on school premises or during any on or off site activity.
5. I understand that I am able to check my mobile at both break and lunchtime.
6. I understand that i can provide the main office with a number for contact in the event of an emergency.
7. I agree that Mobile phones should only be used in the following areas: staffroom, offices and outside the main entrance.
8. I understand that I am not to use my phone in the classroom when children are present.
9. I understand that anyone seen with a mobile phone in non-designated areas will be challenged by staff and reported to the Headteacher.

Staff/Visitor name (print) _____

Staff/Visitor Signature: _____

Date: _____



