



High Ash C.E. Primary School Policy on Mobile Devices

Context

As mobile devices have become a significant part of everyday life, this policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed.

For the purposes of this policy, a mobile device is understood as any device which can access the internet or digital files. This includes but is not limited to mobile phones, tablets, smart watches, MP3 players and Bluetooth speakers.

This policy has been written with Safeguarding in mind, and should be read in conjunction with our school policies on Child Protection, Safeguarding, Behaviour, Anti-Bullying, Data Protection and Internet / E-safety.

Pupil Policy

High Ash C.E. Primary School discourages pupils bringing mobile phones to school, on the grounds that:

- There is a potential for camera mobile phones to be misused in schools
- They can become an instrument of bullying or harassment directed against pupils and/or teachers
- They are valuable and may be damaged, lost or stolen.

Our expectation is that, at the end of the school day, pupils will be collected by an adult or responsible person. Should parents need to contact pupils (or vice versa) during the school day, this should be done via the usual school procedure of contacting the school office via phone or email. Nevertheless, we recognise that some older pupils do walk themselves home independently at the end of the school day and, for those pupils, mobile phones may have a part to play in securing their personal safety before- and after- school (including on journeys to and from school).

Pupils are therefore only allowed to bring a mobile phone to school under the following conditions:

1. It is for the sole purpose of pupils needing it if they walk between home and school themselves and parents/carers wish them to have a phone for safety reasons.
2. Parents / carers have provided written permission (see permission slip at the end of this policy) consenting to their child bringing their phone in to school

Parents / carers who wish for their child to bring their Mobile Phone to school must agree to the following terms:

1. The mobile phone is turned off and handed to the office at 8:50am (or as soon as they arrive at Breakfast Club). It can then be collected at 3:20pm or after finishing at after-school clubs/ WRAP.
2. The phone is clearly marked so that each pupil knows their own phone.
3. Parents / carers accept that High Ash School do not take responsibility for the security of the phone whilst stored at our office- you are allowing the phone in school at your own risk of loss, accident or theft.
4. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
5. Children are not able to bring or use mobile phones at school events (e.g. discos / trips / Parents' Evenings)
6. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

Inappropriate use of a mobile phone

Pupils must agree to appropriate use of their mobile device, including:

- Pupils must not use a mobile device to bully or intimidate others
- Pupils must not take images/videos of either staff or other pupils **UNDER ANY CIRCUMSTANCES** either on the school site or during their journey to or from school.

Inappropriate use of a mobile device will result in the following action being taken by the school:

- If a child does not hand their phone in on arrival to school, then parents will be telephoned and there will be a loss of Golden Time for the child.
- If a child has a phone without written parental consent, then parents will be telephoned and there will be a loss of Golden Time for the child.
- If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy, involving a member of the Senior Management Team (SMT) from the outset.
- In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device will be confiscated and 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.

Visitor Policy (covering Contractors, Parents, Volunteers, Governors and all other Visitors to the school)

Visitors to our school are respectfully requested to turn off all mobile devices when on school grounds. Our preference is for all mobile devices to be powered off on arrival - not in silent mode. This applies throughout the school, including on the playground at the end of the school day. This applies to all on-site activities, including during school events such as Sports Day.

- If a personal call needs to be made, then phones can be used in the Reception area only.

- If contractors need to take photographs of plant or equipment, they may only do so when accompanied by a member of High Ash staff. Photographs must not contain any images / pictures of students, and the school reserves the right to view any of the photographs taken.

Parents / volunteers accompanying children on school trips should not use their mobile cameras to take pictures of any children (including their own). If parents / volunteers who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or iPad with which to do this.

Staff

Staff use of mobile technology whilst on site is set out in the Staff Code of Conduct policy.

For the purposes of transparency, Staff should adhere to the following procedures:

- a. Mobile phones should be switched off or on silent when in the vicinity of pupils.
- b. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children - with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party.
- c. Staff wishing to use their mobile telephones or check for messages during the school day should do so discreetly and appropriately e.g. during lunchbreak, and not in the presence of pupils.
- d. The school do not take responsibility for items that are lost or stolen.

If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera or iPad. This also applies to those attending sports events or school trips. Staff members should never use their own phone to photograph a pupil(s), or allow themselves to be photographed by pupils on their own personal devices.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

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).



Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, we need your written permission before your child can bring a mobile phone in to school. In providing written permission, you are agreeing to the following terms and conditions:

- The mobile phone is turned off and handed to the office at 8:50am (or as soon as they arrive at Breakfast Club). It can then be collected at 3:20pm or after finishing at after-school clubs/ WRAP.
- The phone is clearly marked so that each pupil knows their own phone.
- Parents / carers accept that High Ash School do not take responsibility for the security of the phone whilst stored at our office- you are allowing the phone in school at your own risk of loss, accident or theft.
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Please also remind your child of our school Mobile Device policy, with specific reference to inappropriate use.

Yours sincerely

Mrs Sara Boyce
Headteacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)
in Class to bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.