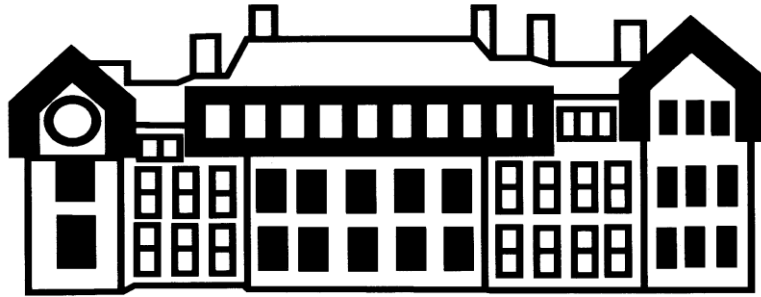


Gordon Primary School

GORDON



SCHOOL

# Mobile Phone Policy

**Ratification date: February 2023**

**Review date: February 2026**

**Agreed: Jason Taylor (Headteacher)**

**Agreed: Lynsey Christini-Clay (Chair of Governors)**

# Mobile Phone Policy

See Also:

- Behaviour & Relationships Policy
- Child Protection & Safeguarding Policy
- Code of Conduct
- Acceptable Use Policy

## 1 Rationale

Providing a safe and secure environment for everybody in our school is of paramount importance. In this way, teaching and learning can be conducted in an environment free from unnecessary distractions or disruptions.

This policy outlines the appropriate use of mobile phones on our school site. This policy complies with GDPR.

## 2 Aims

We aim to:

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

## 2 Guidelines

### 2.1 Children

- Children are not allowed to bring mobile phones to school. Under usual circumstances, there are no reasons why a pupil needs to use or have a mobile phone in their possession during the school day. This includes any off-site learning opportunities that the school provides and social events such as school discos.
- Parents and carers are reminded that in the case of an emergency, the school office is the appropriate point of contact and the admin staff can ensure their child is reached quickly and assisted in any necessary way.
- If a pupil brings a mobile phone to school without prior arrangement with the Headteacher or member of the Senior Leadership Team (SLT), the phone will be removed from the pupil for safekeeping. The phone must be stored safely with a member of the office staff although the school is not responsible for any loss or damage to the phone. Parents / carers will be contacted to collect the phone.
- The taking and / or sharing of photographs or video footage of other pupils or members of staff will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action, in line with the school's *Behaviour and Relationships Policy*. If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed either by the pupil in the presence of a member of the SLT or by their parent / carer.
- In exceptional circumstances the school may allow a child's mobile phone onto the school premises. This will only take place after the parent / carer has sought permission from the Headteacher or member of the SLT. In this instance the mobile

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phone will be handed in at the main office for safekeeping until the end of the day. The mobile phone must remain switched off whilst in school

### **2.2 Year 6 Pupils**

- Many parents and carers allow their children to walk to school unaccompanied by an adult, in preparation for their transition to secondary school. Carrying a mobile phone can provide a sense of security but it also puts children at additional risk including:
  - theft / mugging
  - accidents / injury – bumping into objects / stepping in front of a car
  - loss of / damage to the phone
  - unrealistic perception of personal safety
- As a school, we feel that the risks outweigh the sense of security a family may take from their child carrying a phone. Children require a certain level of maturity and confidence to walk home independently and if they do not have these attributes, we would question whether they are ready to walk home on their own.
- To support children with independent travel, we provide personal safety guidance to the children which includes assessing the safety of various routes and what to do if they have a concern.

### **2.3 Staff**

- The school recognises that staff will bring their mobile phones to work and that they will be used within the parameters of this policy.
- The use of mobile phones is restricted to breaks and non-contact times. At all other times of the day staff mobile phones will be switched off.
- Under no circumstances should mobile phones be used in a space where children are present, e.g. classrooms, playgrounds, etc.
- Except in urgent or exceptional situations agreed with the Headteacher in advance, mobile phone use is not permitted during teaching time, while on playground duty or during meetings.
- Staff are not at any time permitted to use recording equipment on their mobile phones, e.g. to take photographs or videos of children.
- Staff are not permitted to use their own personal phones for contacting children and their families within or outside of the setting. There are school mobile phones which can be taken on visits should there be the need to make emergency calls.

### **2.3 Parents, Carers and other Visitors**

- We understand that parents, carers and other visitors are likely to bring mobile phones into school when they visit, however they should refrain from using them on the school site.
- The school acknowledges that parents and carers like to record key times in their children's education such as performances, and in some cases, share these with family members and friends on social media platforms. However, at any time, there may be children of a vulnerable nature in the school whose location cannot be made public (e.g. children who are in foster care, adopted children or families fleeing domestic abuse.) To ensure the safety of these children, we ask parents and carers not to take photos or video footage of any children, including their own, while they are on the school site or participating in school-run activities. In some cases, we will share photographs we have taken on school equipment, if they only feature children whose parents or carers have given consent.

### **3 Inappropriate Use**

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;
- threatens or is likely to threaten the safety or wellbeing of any person;
- is used to bully, intimidate or otherwise harass other people through text message, photographic, video or other data transfer system available on the phone;
- is in breach of safeguarding procedures;
- is in breach of any law.

Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

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

### **4 Acceptable Use**

Our Acceptable Use Policy is a document that stipulates the constraints and practices that a user must agree to for access to the school's computer network, the internet and other resources. We require employees, pupils and visitors to agree to follow the policy guidance.

The school community is informed that all items brought into school are entirely at the owner's risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile items. In general, children should not bring valuable items to school. They can be easily lost or stolen, which causes distress for the child.

### **5 Monitor & Review**

Mobile phone use in school is a safeguarding issue. All staff members are responsible for keeping children safe. It is the responsibility of the Governors to monitor the safety and well-being of the children.

This policy will be reviewed every three years or sooner if deemed necessary.