



# **MOBILE PHONE USAGE POLICY**

**FENSTANTON & HILTON PRIMARY SCHOOL  
OCTOBER 2017**

## **INTRODUCTION AND AIMS**

At Fenstanton and Hilton Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against possible misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruptions to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

We recognise that in Years 5 and 6, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or other responsible person. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

## **SCOPE**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- EVC Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Whistleblowing Policy

### **Personal Mobiles – Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground, hall).
- Use of phones (including sending/receiving texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staffroom, empty classrooms. This includes office based staff who should only be using phones during breaks.

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- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head of School aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not AT ANY TIME permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should report any uses of mobile devices that causes them concern to the Head of School.

**Personal Mobiles – Pupils**

Parents of children in Years 5 and 6 will need to complete the permission form (Appendix 1) and hand it to the office. With consideration to this, it is made clear to parents that where they have given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone must be put in the class tray which will be taken to the school office to be stored for the day. Devices will be collected from the office at the end of the day. Under no circumstances should there be access to phones during the school day or be left in pupils' bags or coats.

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.

**Inappropriate use of a Mobile Phone**

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or staff, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted. The parent/guardian will be contacted by a member of the SLT.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, 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. Accurate records of any incidents should be given to the Behaviour Manager to be logged in an appropriate file.

**Parents, Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

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Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is a public event such as Sports Day or Summer Fair and of their own children – but we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of children in Schools.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staffroom. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the education visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

**DISSEMINATION**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

**Mobile Phone Parental Consent Form**

Dear Parent/Carer,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your children need to hand their phone in to their class teacher and these will then be taken down to the school office for the day.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

We also ask that parents talk to their children about the appropriate use messaging facilities as they can be used to bully pupils.

Thank you.

Yours sincerely,

Mrs. Claire Worth  
Head teacher

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**MOBILE PHONE 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..... please print name .....

Date .....

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