

# **Mobile Phone Policy**

**(For children, staff & all other adults  
visiting school premises)**



**Written: Summer 2018**

## Date of Review: Summer 2019

### MOBILE PHONE POLICY

#### Introduction:

At Gwladys Street C P & Nursery School, the welfare and wellbeing of our pupils is paramount. Gwladys Street has established the following policy on the use of mobile phones in school and whilst with children. It provides staff, pupils and parents clear guidelines and instructions for the appropriate use of mobile phones during school hours and has been drawn up in the best interests of pupil safety and staff professionalism.

This policy on mobile phones also applies to pupils during school excursions, residential and extra-curricular activities.

#### Rationale:

Gwladys Street CP & Nursery School understands that parents and carers see the use of mobile phones as a safety measure for their child to walk home without an adult, however mobile phones cause a number of issues within school, including:

- Mobile phones can be valuable items and might render a pupil vulnerable to theft. In addition they could accidentally be lost or damaged.
- Mobile phones (and their cost and level of sophistication – or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Even when apparently silent, the use of mobile phones for texting purposes could be potentially undermining of classroom discipline and distract the pupils' learning.
- Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution.
- The School's commitment to online safety and keeping every child safe, cannot be guaranteed if pupils are accessing the internet, within school, on the own personal device.
- The potential for a child to ring another person during the school day without adult permission.

It is for these reasons that Gwladys Street CP & Nursery School **do not allow any child to bring a mobile phone to school.**

## **Use of mobile phones:**

### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on trips
- There are no reasons why a child needs to use or have in their possession, a mobile phone during the school day.
- 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.
- In general, children should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for the child. Parents need to be aware that mobile phones are brought to school entirely at the owner's risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- If a child is found with a mobile phone in school, the phone will be removed from the pupil for safekeeping. The phone will be stored safely in the school office and the parent/carer will have to collect the mobile phone at the end of the school day.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.
- If a phone is inappropriately used within school, the head teacher reserves the right to view the content of any child's mobile phone at any time in respect of issues regarding the safeguarding of children.

### **Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

- Calls/ texts must be made / received in private during non-contact time. Staff to show courtesy to others when receiving / making a phone call on a mobile and to ensure they use it in an appropriate, safe place.
- 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.
- With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.
- Mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- Staff will not log on to the school wifi via their mobile phone for safeguarding reasons.

**All other adults visiting school premises:**

- Parents, visitors, governors and contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office.
- The school will display a notice advising visitors that mobile phones are not to be used in the setting. If a visitor, governor or contractor is seen using their mobile phone, they will be asked to use it away from the children, unless they have permission from the head teacher.
- We understand the need for parents / carers and other adults to have access to mobile phones whilst on the school yard however, we ask all visitors to restrict their use in front of children.
- We allow parents / carers to use their mobile phones to record their child during a performance / sporting event if no one else objects. School seeks to obtain permission before each event. However, any photographs taken on the school premises shall not be published on any social media sites (such as Facebook or Twitter).
- not log on to the school wifi network via their mobile phone for safeguarding reasons.
- Parents, visitors, governors and contractors shall not log on to the school wifi via their mobile phone without permission from the head teacher.

**Inappropriate Use:**

Inappropriate use of mobile phones will include any child or adult 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.

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.



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23<sup>rd</sup> April 2018

Dear Parents/carers,

We understand that parents/carers see mobile phones as a safety measure for their child to walk home without an adult, however mobile phones actually can also cause a number of issues in school which include:

- whose responsibility is it if the mobile phone is accidentally broken in school (maybe a teacher accidentally dropped it or knocked whilst carrying it)?
- whose responsibility is it if the mobile phone is stolen as the child did not hand it in?
- What if a child did not hand in their phone and took photographs of other children on the yard and uploaded onto a social media account – how would other parents/carers feel?
- what if the child calls their parent without the teacher knowing?

These are only some of the issues that it can present. School does not have the storage facilities for mobile phones and feel it is unfair for any member of staff to be responsible for such expensive items; they already have many demands on their already pressurised job.

We know that some of the children may have unique circumstances, however we cannot make any exceptions as this could be deemed unfair by other parents/carers. If you are unable to let your child walk home without a mobile phone, then please collect your child at 3.30 pm.

We hope we can have your cooperation on this matter – we do speak to children how to get home safely and I am sure this is also reinforced at home.

Yours sincerely,

Miss Booth and Mrs Berry

Headteacher and Deputy Head