

MOBILE PHONE/PERSONAL ELECTRONIC DEVICE POLICY FOR STAFF AND PUPILS

This policy provides clear guidance on the use of mobile phones in school by staff and pupils. It also refers to any other electronic device which can be used to photograph, record, store, playback music and graphics and access the internet.

1. Introduction

1.1 This policy provides guidance on the appropriate use of personal mobile phones and electronic devices by members of staff and pupils.

1.2 Stanborough Primary School & Nursery has a clear policy on allowing pupils to bring mobile phones and electronic devices into school, including camera mobile phones.

2. Camera Mobile Phones

2.1 Camera mobile phones, with a built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobiles or e-mail addresses. They can also be posted on the internet or in chat rooms.

2.2 There is the potential for camera mobile phones and electronic devices to be misused in school. They can become an instrument of bullying or harassment directed against pupils and teachers.

3. Staff Policy

3.1 Staff use of mobile phones and electronic devices during their working school day must be outside of their contact time and not in the presence of pupils.

3.2 Mobile phones and electronic devices must be switched off and left in a safe place during lessons. The school will not take responsibility for items that are lost or stolen.

3.3 Staff will not contact pupils or parents from their personal mobile phones, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, a school telephone will be used.

3.4 Staff will never send to, or accept from colleagues or pupils, texts or images that are inappropriate.

3.5 With regards to camera mobile phones, a member of staff will never use their phone or personal electronic device to photograph a pupil(s). Pupils will not take photographs or recordings of staff, without the member of staff's consent.

3.6 This guidance is a safeguard for members of staff and pupils.

4. Pupil Policy

4.1 Stanborough Primary School & Nursery discourages pupils from bringing mobile phones or electronic devices to school due to the potential issues outlined above.

4.2 If a child needs to bring a phone or electronic device into school, a permission slip will be signed by the parent/carer and the device will be handed in to the school office at the start of the day and collected at the end of the day. The device will be clearly marked so that each pupil can identify his/her property. Stanborough Primary School & Nursery accepts no liability for the loss or damage to electronic devices which are brought into school or school grounds.

4.3 Electronic devices not handed into the school office will be confiscated and will need to be collected from the Headteacher by the parent/carer.

4.4 If a pupil is found taking photographs or video footage with a mobile phone/electronic device of other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.

4.5 If images of other pupils or teachers have been taken, the phone/device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

4.6 Should a pupil be found to be using his/her phone/electronic device inappropriately, the school reserves the right to withdraw the privilege and the pupil will no longer be able to bring the device into school.

4.7 The school provides ongoing training and support in e-safety. Parents are also advised to talk to their children about the appropriate use of technology and social media, as they can often be used to bully pupils.

4.8 Parents/carers are strongly advised to ensure that suitable parental controls are installed on children's phones/electronic devices.

4.9 Should parents need to contact pupils, or vice versa, this will be done via the school office (Tel. 01923 673291).

5. Staff and Pupils

5.1 Staff and pupils should understand that failure to comply with the policy will result in the enforcement of any of the following policies:

- Anti-bullying
- Behaviour
- Child Protection
- Code & Conduct
- E-Safety
- Whistle Blowing

Date:

Dear Parent/Carer,

RE: MOBILE PHONE PARENTAL CONSENT

In accordance with our School Mobile Phone/Electronic Device Policy, we understand that you would like to place a request for your child to bring a mobile phone into school.

Please sign the form below giving your permission for your child to do this and please be reminded that:

1. Your child needs to bring the phone to the school office first thing in the morning on arrival to school and must be collected at the end of the school day, before going home.
2. The school bears no responsibility for any loss or damage to the mobile phone.
3. Your child's phone should be appropriately marked so that s/he can recognise it.
4. If your child uses their phone inappropriately, the school will confiscate it and your child will no longer have the privilege of being able to bring a phone into school.

Yours sincerely

Mrs Kathleen Hanson
Headteacher

MOBILE PHONE PARENTAL CONSENT

I give permission for _____ in Year _____

to bring his/her mobile phone into school.

I have read the policy and will comply with everything in it.

Signed: _____ Date: _____

Print Name: _____