



Mobile Phone Policy

Approved by: Full Governing Body

Date: September 2024

Review: September 2025

Signed: Chair: Mr. C Harris

Mobile Phone Policy

We are committed to providing a caring, friendly and safe environment for all of our pupils and believe that modern technology in the form of mobile phones, when used appropriately, offers young people and their parents/carers peace of mind, particularly when travelling to and from school. We are also clear that when phones are used inappropriately, they distract from the core school business of learning, and at worst can be used as a tool for bullying.

Rules for the Acceptable Use of a Mobile Phone in School by Pupils

Pupils in Year 5 and Year 6 are allowed to bring a mobile phone into school. If they choose to do so, it is on the understanding that they agree with the following limitations on its use:

- Mobile phones must be switched off on entry to the school premises. All mobile phones must be handed in during registration and will be stored in a secure drawer and kept in the applicable classroom. The mobile will be returned to the pupil at the end of the school day.

Unacceptable Use – pupils

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy which will result in sanctions being taken:

- Photographing or filming in toilets, changing rooms and similar areas.
- Bullying, harassing or intimidating staff or students by the use of text or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or hand over the phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use.

Unacceptable Use – staff, students and visitors

- Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school offices or staffrooms where children are not present.
- Personal cameras and mobile phone cameras must not be used to take pictures of children or information about children.
- Parents, who are accompanying children on a school trip, must be issued with a school camera to take photos as a record of the educational visit.
- Parents accompanying children on school trips should not use their own mobile cameras, tablets or wearable devices to take pictures of children.

Camera Mobile Phones and Wearable Technology such as Smart Phones Camera mobile phones are becoming increasingly popular and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. 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. The use of a SMART watch is only permitted in school if mobile phones have been switched off. It is not appropriate to be communicating through a SMART watch during the school day.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's behaviour policy.

In addition:

- Pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.
- If a phone (including SIM card) is confiscated, the school will return the phone to the parent / carer of the pupil, at the end of the school day.
- Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may result in a suspension.
- School will consider the impact on the victim of the act and parents will be involved.

Confiscation Procedure

If a mobile phone is confiscated then:

- The pupil will be informed that the phone can be collected by the parent / carer at the end of the school day from the Headteacher. If the pupil usually walks home by themselves, arrangements will be made for the parents to collect the phone before the end of the school day.
- The confiscation will be recorded in the school behaviour log for monitoring purposes.
- School will ensure that confiscated equipment is stored in such a way that it is returned to the correct person.
- School should consider whether an incident should be reported to the police. Advice can be sought from the Local Authority (Sandwell Children's Trust 0121 569 3100) and/or the police.

This statement of guidelines will be subject to regular review and updating to ensure that the personal safety of pupils and school staff is protected and that the learning environment is not disturbed by current or emerging technology.