

St Matthew's CE (Aided) Primary School and Nursery Centre

Mobile Phone Policy



2014

Introduction

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

Rationale

The staff and Governors of St Matthew's Primary School and Nursery Centre recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

Aims

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

1. Staff

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.
- Staff should not use personal devices for photography in school. Only School cameras or devices are to be used.
- Furthermore, within the Early Years Setting at our school and to ensure the safety and welfare of our children in our care, personal mobile phones are not permitted within this setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.
- Therefore we will ensure that the setting takes measures including :
 1. All mobile phones must be kept in a secure place and should not be accessed throughout contact time with the children.
 2. Photographs or images of any children within our care may only be taken following parental consent and only using the school camera and those images should remain within the setting.
 3. When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.
 4. OR insist that the Early Years setting has its own Mobile Phone use Policy that we can view.

2. Pupils

- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often stressful for a primary age child.
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a pupil needs to have in their possession or use 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.
- Pupils are advised that if in **exceptional circumstances** they bring a mobile phone onto the school grounds during the school day, the phone should be handed in to the school office. The phone can be collected at the end of the day. The phone is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged phones.
- If pupils do bring their mobile phone to school it should be clearly marked with their name.

3. Parents

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds unless permitted on special events such as Sports Days/sports events/school productions with Headteacher's permission.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.

Sanctions

In line with our Behaviour Management Policy, pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to pupil or parent at the end of the day).
- Normal classroom sanctions.
- Communication with parents/guardians regarding mobile phone use at school.
- A pupil being banned from bringing a mobile phone onto the school grounds.

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; or
- Threatens or is likely to threaten the safety or well being of any person; or
- Is in breach of any law

Inappropriate use of mobile phones will include pupils 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. This type of misuse will be dealt with under the Behaviour Policy.

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

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipods and similar devices.

Exemptions

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.

Compiled by Jayne Overal

Date 20th October 2014

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