



Doing our best to achieve our best

Clarendon Primary School and Nursery

Mobile Phone Policy

Purpose:

The mobile phone guidance policy gives guidelines and instructions for the appropriate use of mobile phones across the school site. The school recognises that personal communication through mobile technologies is an accepted part of everyday life and that such technologies need to be used appropriately and safely. To ensure the safeguarding of the whole school community this policy refers to staff, governors, volunteers, visitors and students all of which are expected to abide by this policy.

The decision to allow children to bring a mobile phone to school should be made by parents/carers.

Parents/carers should be aware that, if their child brings a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers 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 relevant way. Pupils do not have their phones on them during the day and are not allowed to switch them on until they leave the school grounds.

General use of mobile phones:

- Mobile phones must be handed into the class teacher, on arrival at school, who will collect them in and send them to the office where they will be securely stored during the day. (**N.B** – The children should make sure they are switched off or put on silent.)
- Mobile phones brought in to school are the responsibility of the owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones will not be used during lessons or sessions or for any formal school/work time unless it is part of an approved and directed curriculum-based activity with explicit consent from a member of staff and sanctioned by a senior member of staff.
- No images or videos should be taken on mobile phones without the prior consent of the person or people concerned.
- Work issued mobile phones remain the property of the school. (See 'Use of School Issued Mobile Phone Policy' for further details.)
- Reasonable care needs to be taken for the security of any work issued phones and precaution should be taken for storing families contact numbers. (See 'Use of School Issued Mobile Phone Policy' for further details.)
- Using mobile phones to bully or threaten staff, governors, volunteers or students is unacceptable. Cyberbullying will not be tolerated and in some cases could constitute criminal behaviour.

Pupils' use of mobile phones:

- Only pupils Year 6 should be bringing a mobile into school, apart from in exceptional circumstances and where agreed by the school. Furthermore, mobile phones should only need to be brought in if children are walking to or home from school on their own or the normal arrangement for their collection is different. The only other time the children may have their phone, is if they are attending an club after school.
- Pupils must give their phone in to the class teacher every day so that it can be sent to the office for safe keeping. At the end of the day one child will collect the box from the office and the phones will be distributed.

- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and such devices will then only be released to parents or carers.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed about safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences. They will also be encouraged to use PIN's and other security as necessary. (This work forms about of our e-safety and PSHE curriculum.)

Staff and Volunteers use of personal devices:

- Staff, governors or volunteers should not have their personal mobile phones in class or nursery, unless specific permission has been given by the Headteacher. (**N.B** – Permission will be granted on a case by case basis and only in exceptional circumstances.)
- Except in exceptional circumstances, and with prior agreement from a member of the SLT, staff, governors and volunteers should not use their mobile phone to receive calls or send and receive text messages during their working day or when in school, (excluding breaks when in the staffroom or off site).
- Mobile phones and personally-owned devices, such as tablets, should not be used to support teaching / lessons. Furthermore, the bluetooth functionality of a mobile phone or tablets should be switched off at all times.
- Staff, governors and volunteers need to remember that mobile phones, personal recording devices, cameras and videoing equipment are not permitted in certain areas within the school site **at any time of day**, e.g. changing rooms and toilets.
- Staff, governors and volunteers are not permitted to use their own mobile phones or devices for contacting children or families or those connected with the family of the student.
- Where possible, school staff are encouraged to use the school mobile phone for off-site activities in case contact needs to be made with parents. In an emergency, where the staff member doesn't have access to a school owned device, they should use their own devices and hide (by inputting 141) their own mobile numbers for confidentiality purposes.
- Staff, governors and volunteers should not use personal devices such as mobile phones or cameras to take photos or videos of children or families and will only use school provided equipment for this purpose.
- Staff, governors and volunteers should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff, governors and volunteers should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff, governor or volunteer suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff, preferably the e-safety coordinator or DSL should be contacted.
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.

This policy should be read in conjunction with the Lone Working Policy, Use of School Issued Mobile Phone Policy' and the E-safety Policy.

Policy Review:

Date reviewed:	Autumn term 2024
Next review date:	Autumn term 2027