

Mobile ‘Phones and Recording Devices Policy

# (includes cameras/video on mobile ‘phones and other devices)

**Introduction**

This policy outlines the appropriate use of mobile phones, cameras, videos and recording facilities on other devices such as Ipads on our school site.

# Rationale

The staff and Governors of Westlea Primary School recognise that many pupils and their families own a mobile ‘phone. We also recognise that some parents/guardians request that their child in Y5&6 might want to bring a mobile phone to school for safety/security reasons especially for the period before and after school. *Our expectation is that in all other year groups pupils will be collected by an adult or responsible person.*

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 pupils from bringing mobile ‘phones to school and staff are not permitted to use a mobile ‘phone during lesson time. The school will 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.

**Staff, volunteers and other school visitors**

* Mobile phone use **is not permitted** by any staff member during the school day or anywhere within the school building or grounds except in the staff room or in your car in the school car park.
* While on playground duty and during meetings, mobile phones **must be switched off or put on “silent” or “discreet” mode and out of site**, e.g. locked in cupboards or in bags.
* Staff/visitors/volunteers to school should not use personal devices for photography in school. Only School cameras or devices are to be used.
* Photographs or images of any children within our care may only be taken following parental consent and only using the school cameras or videos and those images should remain within the setting unless agreed with parents/carers
* In cases of emergency, staff should seek permission to use their phone or check messages from a member of the Senior Management Team.
* Furthermore, within the Early Years Setting (Nursery and Reception) 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.
* When on trips, mobile ‘phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.
* *During the school day only the Site Manager has permission to have his phone in a pocket and on vibrate for work related purposes. Contact text messages can be sent, but using Eduspot. Any phone work related calls must be taken in the Site Office and not within the body of school or around children.*

**Pupils**

* Parents of children in Year 5 &6 who bring a mobile phone to school need to complete the permission form (*Appendix 1*). On arrival at school, the mobile phone should be handed in to the school office and then collected at the end of the day. The item is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged items.
* If pupils do bring a device to school, it should be clearly marked with their name and remain switched off during the school day.
* 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, cameras or other devices. 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 or other devices.
* Under no circumstances are pupils permitted to take mobile phones on school excursions.
* There are no reasons why a pupil needs to have in their possession or use a mobile ‘phone during the school day.
* 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 appropriate way.

# 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 or device (handed back to pupil or parent at the end of the day).
* Normal classroom sanctions.
* Communication with parents/carers regarding mobile ‘phone or other device use at school.
* A pupil being banned from bringing a mobile phone onto the school grounds.
* In the rare circumstance there is evidence of harassment and/or bullying, the phone or device will be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

**Parents**

* + No mobile phones or recording devices are permitted anywhere on the school site.
	+ Due to safeguarding reasons parents are not permitted to use camera phones or other recording devices to take images/audio anywhere within the school grounds or during school events.

# Inappropriate Use

Generally, a mobile phone or other electronic device 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 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. 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, ipads and similar devices.

# Exemptions

Exemptions to this policy can only be approved by a member of the SMT and then only in exceptional circumstances.

**Date: July 2020**

**Reviewed: July 2021**

**Signed: Sarah Sumner**

**Appendix A**

**Home/School Mobile Phone Agreement**

**Name: ………………………………………………………………**

**Mobile Phone Number: ………………………………………….**

**Reasons for bringing the phone into school:**

**……………………………………………………………………………………………………**

**……………………………………………………………………………………………………**

**I/We give permission for my son/daughter to bring the above mentioned phone into school.**

**I/We acknowledge that if he/she does not hand it in and/or uses the phone inappropriately for calls, photographs, internet etc. the phone will be confiscated by the school.**

**The phone will be returned only to the parent/carer the following day.**

**Name (s): ………………………………………………………………. (parent/carer)**

**Signed:………………………………………………………… Date:…………………**