



MOBILE PHONE AND HANDHELD DEVICES POLICY

OVERVIEW

*Norwood Primary School is firmly committed to providing a caring, happy and successful learning environment in which all children are able to achieve their full potential.
(Norwood Primary School Mission Statement)*

Links to other documents and policies include: Anti-bullying, Attitude, Behaviour and Discipline, Child Protection, AUP and Online Safety.

For the purpose of this policy reference to mobile phones will relate equally to any handheld devices.

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording. Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Pupils need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staffs, volunteers, Governors, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

OBJECTIVES

1. To promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

STRATEGIES

Staff

- Staff and visitors are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.
- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- The Senior Leadership Team (SLT) may grant permission, in agreed exceptional circumstances, for staff to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work. Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.
- Staff are not permitted, in any circumstance to use their phones for taking, recording or sharing images.
- Staff are not permitted to use their own mobile phones or devices for contacting pupils or their families within or outside of the setting unless specific permission is given by the SLT.

- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, then a school mobile phone will be provided and used. 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.
- If a member of staff breaches the school policy then disciplinary action may be taken.

Pupils (Y6 only)

- Pupils are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission Slip and they must sign the phone in and out of the year group box before school and collect it at the end of the school day.
- Mobile phones in school should be clearly marked with the pupil's name.
- Mobile phones should remain in pupils' school bags or pockets once they are on the school grounds. Any mobile phone on view or being used on the school ground will be confiscated.
- Pupils remain responsible for all of their personal effects whilst at school. 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.
- If a pupil's parents or carers need to be contacted, a phone call will be made.
- Parents are reminded that the school office remains the appropriate point of contact.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.

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;
- Threatens or is likely to threaten the safety or wellbeing of any person through; any SMS or text message, photographic, video or other data transfer system available. This type of misuse will be dealt with under the Anti-Bullying Policy;
- Is in breach of any law. ***It should be noted that it is a criminal offence to use a mobile phone to bully, menace, intimidate, harass or offend another person. The school may consider it appropriate to involve the police.***
- No photographs of pupils, in or out of school uniform, should be shared without permission.
- Parents will be contacted and required to collect a phone if it has been inappropriately used by a pupil.

Sanctions

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

- Confiscation of the mobile phone, reported to a senior member of staff and held in a secure place in the Head Teachers office. The phone will be signed back to a parent at the end of the day.
- Communication letter or phone call to parents/carers regarding mobile phone use at school.
- A pupil being banned from bringing a mobile phone onto the school grounds.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour, Discipline and Attitude Policy.

- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the safeguarding team. The child's parents will be contacted and asked to discuss the matter with them.

Parents

- Parents who wish to take any photographs or recordings of school events are requested to make these for personal use only.
- Parents should not share these images or recordings on social media without first gaining the permission of anyone in the image or recording.

Visitors and contractors

- Visitors and contractors are respectfully requested not to use their mobile phones in areas where pupils are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by pupil in order to avoid any unnecessary disturbance or disruption to others.
- Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Educational Visits

- In addition, mobile phones or handheld devices are not to be taken, by any pupil, on educational visits.
- No child will be allowed to take a mobile phone on a residential visit. In the event that a pupil/staff needs to contact a family or home this will be arranged through the Safeguarding Team and Residential Lead teacher who are present on the residential.
- Staff must follow all guidance to keep themselves safe by imputing 131 if using their own mobile phone when a school mobile is not available.

Exemptions

- Exemptions to this policy can only be approved by the Head Teacher and then only in exceptional circumstances.

OUTCOMES

The school has clearly understood and accepted policies relating to the use of mobile phones and personal hand held devices, by young people and adults. Users understand the risks associated with the use of these devices and are encouraged to be responsible users.

REVIEW

This policy will be reviewed at least every 3 years by the Safeguarding Team.

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Y6 MOBILE PHONE USER AGREEMENT

Pupil to complete

I have read the Norwood Primary School Mobile Phone and Handheld Device policy.
I agree to follow the rules outlined in this policy. I understand that if I break these rules, then my phone may be confiscated and further sanctions may follow

Pupil Name.....

Pupil Signature.....

Parent to complete

As the parent or legal guardian of the above signed pupil, I have read the Norwood Primary School Mobile Phone and Handheld Device policy and give permission for my son/daughter to bring his/her phone into school. I understand that sanctions may be applied to my child including having his/her phone confiscated should improper use occur.

Parent Name.....

Parent Signature.....

Date.....

REMEMBER

- Phones need to be clearly labelled with pupils' name and class.
- Phones must **not** be used on the school grounds.
- Phones must be signed in and out of the class box each day by the pupil (not by friends).
- The school accepts no responsibility for any phones or hand-held devices unless they are kept under the correct storage conditions.

Office Use

Date received.....

Verified.....

Photocopy sent to.....