



### **Aims**

At St James CE Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

### **Objectives**

- To clarify the school position in relation to mobile phones and cameras;
- To ensure that mobile phones and cameras are used appropriately and responsibly on the school premises with the permission of the Principal;
- To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video;
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the Principal's permission;
- To ensure that on school premises pupils and staff have only safe access to the internet;
- To ensure that education is free from interruption and disruption caused by mobile phones.

### **Scope**

This policy applies to all individuals who have access to personal mobile phones and/or devices on site. This includes staff, volunteers, governors, children, parents and carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documents:

- Safeguarding Policy;
- Online safety policy;
- Acceptable Use of the Internet policy and declaration form for staff and pupils;
- Staff Code of Conduct.

### **Pupils**

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by pupils.

- Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the Principal;
- Parents must apply to the Principal for permission for mobile phones and cameras to be brought onto school premises by their child;

- Parents seeking such permission are asked to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to websites that are unsuitable for children;
- Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person;
- Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off and hand it in to the office on arrival and seek its return at the end of the school day.

### **Volunteers, Visitors, Parents and Carers**

- All home/school communication during the school day must be done through the school telephone system;
- On arrival, all volunteers, visitors, governors and contractors will be informed of our expectations around the use of mobile phones/devices;
- Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Principal's permission;
- If permission to take photographs or video recordings is granted by the Principal e.g. nativity concerts, parents/carers/other adults must wait until allowed to do so, must take images of their child ONLY and MUST NOT share these images on social networking sites;
- Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the Principal has given permission;
- Where parents and carers are accompanying pupils on school trips, they should not use their devices to take photographs of children or access social networking;
- Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

### **Staff and Governors**

- Staff should have phones off or on silent away from view when in the vicinity of pupils, preferably kept in staff lockers in the staffroom;
- Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty or while supervising children - with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party;
- If photographs of pupils are required for school social media, display or curriculum evidence these may only be taken on a school iPad unless prior permission from the Principal is granted e.g. Facebook off site;
- Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call - for example if a class is outside at break time and the classroom empty, this would be acceptable;
- If staff need to be contacted during the school day for whatever reason, then they should be contacted via the school telephone system. Staff cannot have their phone on their person to facilitate calls when working with children;

- Staff should switch their connectivity settings to the school wireless network when in school as this ensures that there is no access to websites deemed inappropriate for in school;
- Staff should report any usage of mobile devices that causes them concern to the Principal.

**Outcomes:**

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.



## Mobile Phone Permission Form

### Parent / Carer

1. I have read and understand the Mobile Phone Policy of St James CE Primary School
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity
4. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in, but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
6. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_