

DALLAM PRIMARY SCHOOL



MOBILE PHONES POLICY

Date of this Review	January 2020
Next Review due	Spring 2023
Approved by Headteacher	January 2020

Dallam Community Primary School

Mobile Phone Policy

Date of Policy:	January 2020
Staff Author:	Louise Atkin
Review Date:	Spring 2023

1. Introduction and aims

At Dallam Primary we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Head Teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are **not permitted** to make or receive calls, or send texts, while children are present/during contact time.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

See school use of mobile phone policy for staff.

4. Use of mobile phones by pupils

The school understands that there are circumstances why pupils will want to bring a mobile phone to school:

For instance:

- Travelling to school by themselves
- Young carers who need to be contactable

Pupils who bring a mobile phone into school must understand that they should not be used in school.

Mobile phones should be brought to the school office as soon as the child enters the building and these will be placed in an envelope with the child's name on and stored in a plastic box.

5. Sanctions

Should a child breach this policy, the following sanctions will be applied:

- A senior member of staff will confiscate the phone and contact the child's parent or carer. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- If a phone is confiscated it is expected that an adult with responsibility for the child will collect it at the soonest time possible.
- Sanctions stated in the school behaviour policy under 'level 2' will be applied.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Loss, theft or damage

- Pupils bringing phones to school must ensure that phones are appropriately placed in an envelope which is labelled ready to be stored in the school office when brought into the school building.
- Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
- The parents of pupils who bring a mobile phone into school will complete a permission form which outlines the school disclaimer.
- Confiscated phones will be stored in the school office in a secure location.
- Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Appendix 1: Code of conduct/acceptable use agreement for pupils

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone whilst on school grounds; this includes the playground before and after school. This is to protect the privacy and welfare of other pupils.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's passwords or access codes with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
11. Mobile phones are not permitted in any internal or external exam or test environment. Bringing a phone into the test room can result in your exam being declared invalid.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow [pupil name] to bring [his/her] mobile phone to school because [he/she]:

Travels to and from school alone

Is a young carer

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right to revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature (where appropriate): _____