



Sunnybrow Primary School

Policy for the use of mobile phones in school.

Reviewed SB September 2020

This policy provides clear guidance on the use of mobile phones in school by staff, volunteers, trainees and pupils.

### 1. Introduction

- 1.1 This policy provides guidance on the appropriate use of personal mobile phones by members of staff, trainees, volunteers and pupils.
- 1.2 Sunnybrow Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to cameras and video recording on mobile phones.

### 2. Camera and video mobile phones

- 2.1 A built in digital camera / video recorder enables users to take high quality pictures. These can then be instantly sent to other mobile phones or e-mail addresses or posted on the internet.
- 2.2 There is a potential for these mobile phones to be mis-used in schools. They can become an instrument of bullying or harassment against pupils and teachers.

### 3. Staff policy

- 3.1 Staff use of mobile phones during their work day should be outside of their contracted hours. It should also be discreet and appropriate e.g. not in the presence of pupils.
- 3.2 Mobile phones should be switched off and left in a safe place during lesson times. There is a safe in the main office for any staff member wishing to store their mobile phone here. Sunnybrow Primary School will not take any responsibility for items that are lost or stolen.
- 3.3 Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a staff member needs to make telephone contact with a pupil or parent, a school telephone should be used.
- 3.4 Staff should never send to, or accept from, pupils or parents, any text messages or images.
- 3.5 With regard to camera / video mobile phones, a member of staff should never use their phone to photograph or video a pupil or pupils or allow themselves to be photographed or videoed by a pupil.
- 3.6 Staff should avoid taking photographs of children home to make resources. If this is unavoidable, the photographs should only be stored on a school camera and should not be saved onto personal computers or e-mailed.

- 3.7 This guidance should be seen as a safeguard for members of staff, the school and the local authority.
- 3.8 Staff should understand that failure to comply with the policy is likely to result in the enforcement of whistleblowing procedures.

#### 4. Pupil policy

- 4.1 We realise that there may be special circumstances during which a parent would like their child to have their mobile phone with them. If this is the case, a permission slip must be signed by the parent before or when the phone is brought into school. The mobile phone should be clearly marked with the child's name and MUST be left in the main school office at the start of the day and collected again at the end.
- 4.2 Parents must be advised that Sunnybrow Primary School does not accept liability for loss or damage to mobile phones which are brought into the school or school grounds.
- 4.3 Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the senior leadership team who will make a record of the incident. The mobile phone will be stored in the main school office and not returned until a responsible adult comes to collect it and completes a permission slip.
- 4.4 If a pupil is found to be taking photographs or videos on their mobile phone the phone will be confiscated and not returned until a responsible adult comes to collect it and the images have been deleted from the phone in front of a member of the senior leadership team. The pupil responsible will be subject to the school's disciplinary procedures.
- 4.5 Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be allowed to bring a phone to school.

#### 5. Mobile phones on school trips

- 5.1 We recognise that it is a wise safety precaution to have a mobile phone available when taking children off the school site.
- 5.2 In the case of an emergency, staff may use their mobile phone to make a call and will not use it to take photographs or videos.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Acceptable Internet Use policies. It has been endorsed by the board of governors and will be monitored, reviewed and amended as appropriate. A copy of this policy will be made available to all parents and will also be available on the school's website.



I have read the policy for the use of mobile phones in school and understand the conditions under which this mobile phone use has been allowed. I agree to the terms and conditions set out in the policy.

I give my permission for my child \_\_\_\_\_ Class \_\_\_\_\_ to have their mobile phone in school.

Signed (parent / guardian) \_\_\_\_\_ Date \_\_\_\_\_