



# Clarendon Primary School & Children's Centre

## Mobile Phone Policy

### **Aims**

The mobile phone guidance policy gives guidelines and instructions for the appropriate use of mobile phones. It is the responsibility of staff and students who bring mobile phones to school to abide by this policy.

The decision to allow children to bring a mobile phone to school should be made by parents/carers. Parents/carers should be aware that if their child brings a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

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 relevant way. Pupils do not have their phones on them during the day and are not allowed to switch them on until they leave the school grounds.

### General use of mobile phones

- Mobile phones must be handed into the class teacher who will collect them in and send them to the office during the day. They should be switched off (or silent) at all times.
- Mobile phones brought in to school are the responsibility of the owner. The school and Children's Centre accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones will not be used during lessons or sessions or any formal school/work time unless it is part of an approved and directed curriculum-based activity with explicit consent from a member of staff and sanctioned by a senior member of the school or Children's Centre.
- The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones without the prior consent of the person or people concerned.
- Work issued mobile phones remain the property of the school or Children's Centre.
- Reasonable care needs to be taken for the security of any work issued phones and precaution should be taken for storing families contact numbers.

### Pupils' use of mobile phones

- Only pupils in Years 5 and 6 should be bringing a mobile into school, apart from in exceptional circumstances, it should only need to be brought in if they are walking to or home from school

on their own or the normal arrangement for their collection is different. The other times the children may have their phone, is if they are attending a club after school.

- Pupils must give their phone in to the class teacher every day so that it can be sent to the office for safe keeping during the school day. At the end of the day one child will collect the box from the office and the phones will be distributed.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and such devices will then only be released to parents or carers.
- 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 and encouraged to use PIN's and other security as necessary.

### **Staff use of personal devices**

- Staff are not permitted to use their own mobile phones or devices for contacting children or families or those connected with the family of the student.
- Where school 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, they must take their mobile phone with them. 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.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of children or families and will only use school or Children's Centre provided equipment for this purpose.
- If a member of staff breaches the school and children's centre policy then disciplinary action may be taken as appropriate.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not use their mobile phone or send and receive texts in classrooms or during sessions except in exceptional circumstances and with prior agreement from a member of the SLT.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff, preferably the e-safety coordinator or DCPO should be contacted.

This policy should be read in conjunction with Lone Working Policy, Surrey County Councils Information Sharing Policy and e-safety policy.