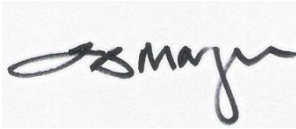





Whitchurch Primary School

Mobile Phone Policy

Adopted by Governing Body	01/07/24
Date of review	01/07/25
Signed – Chair of Governors	
Signed - Headteacher	

Mobile Phone Policy

Links to:

Communication Policy, E-Safety Policy, Pupils' Acceptable Use Agreement and Staff Acceptable Use Agreement

Rationale

The policy defines and describes the acceptable use of ICT (Information and Communications Technology) and mobile phones for all members of the school community.

The phrase 'mobile phone' in this policy should be taken as referring to mobiles phones, smart watches and all electronic devices which can connect to the internet.

The school does not take responsibility for loss or damage to mobile phones.

School Responsibilities

The Governing Body is responsible for ensuring that its employees act in a lawful manner; making appropriate use of school technologies for approved purposes only.

The Governing Body is responsible for adopting relevant policies and the Headteacher for ensuring that staff are aware of their contents.

The Headteacher is responsible for maintaining an inventory of ICT equipment and a list of school laptops and mobile phones and to whom they have been issued.

If the Headteacher has reason to believe that any ICT equipment has been misused, she will consult the Area Personnel Officer or Local Safeguarding Officer for advice without delay. Local Authority HR Officers will agree with the Headteacher and Local Safeguarding Board for an appropriate strategy for the investigation of the allegations. Incidents will be investigated in a timely manner in accordance with agreed procedures.

The Headteacher will make it clear that internal school staff should not carry out any investigations unless they are both qualified and authorised to do so.

User Responsibilities

Staff found to be in breach of this policy may be disciplined in accordance with Local Authority disciplinary procedures. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment. Users must report all suspected breaches of this policy to the Headteacher.

Users and their Line Managers are responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.

By logging on to ICT systems, users agree to abide by this Acceptable Use policy and other policies that relate to the use of ICT.

Safeguarding

- Photographs are a valuable tool for recording and assessing children's activities and achievements in Whitchurch Primary School.
- The admission process requires parents/carers to sign a 'Permission Letter' which gives consent for photographs to be taken of their child whilst a pupil in Whitchurch Primary School and or the permission to display such photographs in paper or on-line publications, e.g. school website.
- For staff use of mobile phones, refer to the Staff Acceptable Use Agreement
- Photographs will only be taken with digital cameras, or mobile phones (see section relating to Staff and Mobiles)
- Photographs may be printed and included in a child's record of learning, or displayed within the school or school displays or. Parents/carers may see their child's records of learning at any time. All computers will be password protected and can be inspected at anytime, without notice by the Headteacher or designated representative of the H.T. Any photographs not required will be deleted.

Children and Mobiles

The following rules apply for the use of personal mobile phones:

- If a child brings a mobile phone or smart watch into school, it must be given to the class teacher to store for safe keeping, to be returned at the end of the school day.
- Children are **not** permitted to bring mobile phones or smart watches to school without permission from the school and parent/carer.
- Parents will be contacted if any child is found with a mobile phone or smart watch during school time.

Staff and Mobiles

(see Staff Acceptable Use Agreement)

- The school accepts that employees will bring their phones to work.
- Staff mobiles must be kept switched off or on silent at all times and not handled or answered during lessons or meetings, except with the permission of the Headteacher. Staff should not leave the classroom during lessons to use their mobile phones. Mobile phones may only be used during morning/lunch break. Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Governing Body.
- In the event that an employee has a particular reason for a specified period of time, they may request, via the Headteacher that they leave their phone on during working hours.
- Photographs will only be taken of children during normal school activities. Cameras will never be taken into the toilets/changing areas. A child will never be photographed when they are changing clothes for an activity e.g. PE in school time.
- Staff are advised not to give their home telephone number or their mobile phone number to pupils. Mobile phone communication should be used sparingly and only when deemed necessary.
- If photographs or videos of pupils taken with mobile phones the images should be downloaded as soon as possible to a school computer and then deleted from the teacher's phone. Under no circumstances should the images be transferred electronically to another adult or placed upon social networking sites. They should never be stored on personal devices, including computers that belong to the member of staff. Any images should only relate to educational activities in school or directly related to authorised activities away from the school premises.
N/B: Whenever possible teachers should use a school camera for the purpose of taking photographs or vide images.
- Staff are advised not to make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupils' text messages.
- Staff should not enter into instant messaging communications with pupils.

Review

There will be an annual review of this Policy by the Governing Body

Appendix 1: Letter and consent form.

Mobile Phone / Smart Watch Policy

Dear Parent/Guardian,

As part of the regular review that Whitchurch Primary School carries out regarding our curriculum and non-curriculum policies, we would like to update you as to changes linked to e-safety and in particular mobile phones and/or smart watches

The following rules apply for the use of personal mobile phones / smart watches by children:

- If a child brings a mobile phone / smart watch into school, it must be given to the class teacher to store for safe keeping, to be returned at the end of the school day.
- Children are **not** permitted to bring mobile phones or smart watches to school without permission from the school and parent/carer.
- Parents will be contacted if any child is found with a mobile phone or smart watch during school time.

We do not believe that children need to bring a mobile phone to school, particularly if they are being met by a parent or carer at the end of the day or if they are transferring to the Woodpeckers After-School Club. However, we are aware that some Year 6 children are given parental permission to walk home unsupervised and that parents may feel more confident in granting this permission if their child has access to a mobile phone.

With this in mind the above rules apply and we would be grateful if you wish your child to bring a mobile telephone to school, for this purpose, if you could request a parental permission form from your child's class teacher.

Without parent/guardian permission any phone brought to school will only be returned to the child's parent/ guardian in person.

If you have any questions regarding this policy please contact me at school.

Yours sincerely,

Ann Griffin
Headteacher

Whitchurch Primary School
Mobile Telephone/Smart Watch Parental/ Guardian Permission Form

Name of child:

Class:

Make of phone:

I give permission for my child, (named above), to bring a mobile phone or smart watch to school. I understand that the phone or smart watch should be given to the class teacher at the beginning of the school day and will be returned to my child at the end of the day. I also understand that it is my child's responsibility to ask the teacher for the return of the device.

I understand that the school accepts no responsibility for the mobile phone or smart watch and although the school will take all reasonable measures to ensure that it is stored safely; Whitchurch Primary school or its representatives will not accept any claims for loss or damage.

If my child fails to abide by the rules stated in the school policy, I understand that Whitchurch Primary School may withdraw permission allowing my child to bring the mobile phone to school.

The following rules apply for the use of personal mobile phones by children:

- If a child brings a mobile phone or smart watch into school, it must be given to the class teacher to store for safe keeping, to be returned at the end of the school day.
- Children are **not** permitted to bring mobile phones or smart watches to school without permission from the school and parent/carer.
- Parents will be contacted if any child is found with a mobile phone or smart watch during school time.

Signed: Parent/Guardian