

Emmer Green Primary School

Use of mobile phones by pupils

At Emmer Green Primary School, we believe that mobile phones are not required by pupils during the hours of the school day. We do however, acknowledge a parent's right to allow their child to bring a mobile phone to school because it plays an important role in helping pupils to feel safe and secure.

This policy sets out our procedures for children who need to bring a mobile phone to school.

Pupils are allowed to bring mobile phones into school only if:

- They are walking to or from school without parents (years 5/6)
- There is a special arrangement with one or both of their parents

Should a pupil bring a mobile phone to school they must:

- Switch it off when they enter the school gates
- Hand it in to the class tray upon entering the building

The school keeps the phones in the school office until the end of the day. Children are not allowed to bring mobile phones into any other areas of the school.

Parents are advised that Emmer Green Primary accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

At the end of the school day pupils collect their phone from the tray and can turn on their phones when they leave the school grounds.

The use of mobile phones and restrictions on smart watches and connected devices such as fitness trackers is also covered in our Uniform Policy, available on the school website.

Parents need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for loss, theft, bullying and inappropriate contact, including grooming by unsuitable persons.

We would also like to alert parents and carers to the risks of using a mobile phone while walking to and from school. Children who are concentrating on using their phone rather than surrounding roads and people can have reduced general safety awareness which may result in road accidents, theft, and/or injury if a child is not paying attention to their surroundings.

Children are not allowed to carry mobile phones on any school trips or during school events.

Sanctions

If a pupil is found by a member of staff to have brought a mobile phone into the school and not handed in to the office, the phone will be confiscated immediately from the pupil, handed to a member of the school office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the School Office. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

Parents will be notified, and the phone can be collected at the end of the school day. The phone may be collected at the end of the day by the pupil, or by the parents if the school deem this appropriate.

If a pupil is found taking photographs or video footage or other recordings with a mobile phone or any other smart device such as a smart watch or camera on school premises, this will be regarded as a serious incident and action will be taken and parents will be informed.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff, and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the Headteacher.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

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 able to bring a phone into school.

Pupils are taught about the safe and appropriate use of mobile phones as part of the computing, PSHE and safeguarding curriculum to minimise the risks of cyber bullying and to ensure safety of themselves and others online.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately and easily identifiable. Phones are stored securely in the school office when not in use.

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. This includes any costs incurred (by network carriers, etc) from usage of the mobile phone. It is the responsibility of parents and carers to ensure mobile phones are properly insured, and it is recommended that pupil's phones are security marked and password protected.

Lost phones should be returned to the school office or a member of the Senior Leadership Team. The school will then attempt to contact the owner.

Mobile Phone Code of Conduct for Pupils

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

1. You must not use your mobile phone on school grounds.
2. Mobile phones must be put into the class tray at the start of the school day.
3. Phones should be fully switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) during the school day. You can never take photos or recordings of school staff or other pupils without their consent.
6. You should avoid sharing your contact details with people you don't know, and not share other people's contact details without their consent.
7. You should not share your phone's passwords or access codes with anyone else.
8. You must not 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
9. You must not use your phone to send or receive anything that may be illegal.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. You must not 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.
12. You must not use your phone to view or share harmful content.
13. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

I have read, understand and agree to follow the code of conduct. I understand that not following the code of conduct may result in losing the privilege of bringing my mobile phone to school.

Pupil Name.....

Signature.....

MOBILE PHONE PARENTAL CONSENT

Dear Parent/Carer,

In accordance with our School Mobile Phone Policy (attached), we understand that your child brings a mobile phone into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:-

Your child needs to keep their phone in the phone tray and must hand it in as soon as they enter the school.

The school bears no responsibility for any loss or damage to the mobile phone.

Your child's phone should be appropriately marked so that they can recognise it.

Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

MOBILE PHONE PARENTAL CONSENT

I give permission for my child _____ Class _____
to bring their mobile phone into school.

My child has read, understood and signed the code of conduct for pupil mobile phone use.

We have read the policy and understand all its implications.

Signed : _____ Date _____