

WILLIAM FLETCHER PRIMARY SCHOOL



Mobile Phone Policy

William Fletcher School is a Rights Respecting School, this policy reflects Articles 16 (the right to privacy), 17 (access to information) and 24 (a safe environment) of the UN convention on the rights of the child.

Aim

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools – which in turn can contribute to safeguarding practice and protection.

Scope

This policy is related to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/carers and community users.

Procedures for staff, volunteers, student teachers and visitors

- Mobile phones should only be used for personal use during allocated lunch and / or tea breaks, or during times when children are off site. Other than in agreed exceptional circumstances, phones should be switched off and calls and texts must not be taken or made during lesson times.
- Mobile phones when used should be used in designated areas, these are school offices, staffroom or classrooms when they are not in use during the school day and no children are present.
- Staff, volunteers and student teachers are generally not permitted to use their phones for taking, recording or sharing images. However, we do recognise that staff members may find the use of a mobile phone to be the best method of taking photographs at events such as sporting events and educational visits. Staff must transfer the images to the school intranet as soon as is practical after the event and delete the images from their personal mobile device.
- Staff, volunteers and student teachers are not permitted to use their own personal phone to contact children or their families unless authorised by a member of the Senior Leadership Team.
- Parents/Carers and visitors are respectfully requested not to use their mobile phones whilst in the school building. Should phone calls and text messages need to be taken use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Under no circumstances is any individual permitted to take images or make recordings on a mobile phone unless. The only exception to this is school plays and sports days where parents and carers are able to record images for their own personal use.

Children and mobile phones

We believe that it is neither necessary nor appropriate for any pupil to have a mobile phone in school at any time. It is, therefore, the policy of the school that pupils should not carry mobile phones on school premises.

We recognise, however, that some pupils may travel to and from school unaccompanied or may be returning home to an empty house and, in these instances, their parents or carers may wish the pupil to carry a mobile phone for security purposes. In this case the procedure is as follows:-

1. The parent/carer of the pupil should write a letter to the Headteacher requesting permission for the pupil to bring a mobile telephone to school and outlining their reasons for making the request.

2. The head teacher will respond either giving or denying permission having taken into account all of the relevant circumstances.
3. If permission is given, the pupil will hand the mobile phone, in a named bag, to their class teacher during registration at the beginning of the day.
4. The phone will be kept in a safe place within school during school hours.
5. At the end of the school day, the pupil should request the return of the phone from their class teacher before they leave school premises.

In the event that a pupil is found carrying a mobile telephone during school hours it will be confiscated from that pupil for the remainder of the day. At the end of the day it will be returned to the pupil together with a letter to their parent/ carer outlining this policy.

Repeated offenders will be subject to the normal disciplinary procedures of the school.

The impact of this policy on staff workload has been considered.

Policy name	Mobile Phone Policy
Frequency of review	3 years
Reviewed on	November 2017
Reviewed by	All staff Governor Resources Committee
Next review date	November 2020