



# **Leominster Primary School Mobile phone Policy**

Date of Review – January 2020

Date of next Review – July 2022

**Leominster Primary School Mobile Phone Policy for staff, visitors, volunteers  
and pupils**

## **This policy provides clear guidance on the use of mobile phones in school by both staff and pupils**

### **Statement of intent**

At **Leominster Primary School** we are committed to promoting the welfare of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance and, as a result, this policy has been created to establish a safe environment where pupils are cared for appropriately and are free from harm.

### **Introduction**

Leominster has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

### **Camera Mobile Phones**

Camera mobile phones are now the norm and all contain a built in digital camera which enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

### **Staff policy**

Staff members will not use personal electronic devices, for example, mobile phones, cameras, laptops, when children are present, in the classroom or in the toilets. Staff may use mobile phones on school premises outside of working hours when no pupils are present. Staff may use mobile phones in the staffroom during breaks and non-contact time. Staff can have access to their mobile phones in exceptional circumstances but this must be done with prior agreements of the Head teacher. Non- class based managers can have access to their mobile phones for work related matters if essential. Staff will use their professional judgement in emergency situations. Staff may take mobile phones on trips but they must only be used in emergencies. Mobile phones will be safely stored and in silent mode whilst children are present. The school cannot take responsibility for items that are lost or stolen.

Staff members must not use their electronic devices to store information regarding children or other staff in any circumstances, for example photographs or videos. With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. The sending of inappropriate messages or images from mobile devices is strictly prohibited. Staff who do not adhere to this policy will face disciplinary action.

The above applies to all aspects of the school, including out of hours provision (clubs run by staff and outside provider).

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures.

## **Leominster Primary School Mobile Phone Policy for staff, visitors, volunteers and pupils**

### **Parent, Visitors or Volunteers In School Policy**

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

### **Pupil Policy**

We fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision in years 5 and 6.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Leominster Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or onto the school grounds. Any mobile phone that is handed into reception will be stored away in a locked cupboard.

Children are not allowed to take mobiles phones into their classrooms and are not allowed to keep mobiles phones on them. Pupils in Year 5 and Year 6, whom parents/carers have given consent for their child to walk home to/from school independently, are allowed to bring a mobile phone into school however this must be handed into the school office at the start of the day, collected at the end of the school day and is not allowed to be accessed during the school day.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the 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. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will discuss the appropriateness of the child having the phone with the parent.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy. 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.

We ask that parents should talk to their children about the appropriate use of a mobile phone. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

This policy supports the Health & Safety, Anti bullying, Child Protection and Safeguarding and Internet/Esafety policies. This policy will be monitored and reviewed as required but at least every two years.

## **Leominster Primary School Mobile Phone Policy for staff, visitors, volunteers and pupils**

### **Mobile phone, parent and school contract**

Leominster Primary school recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the school day can be disruptive and this agreement outlines how pupil phones will be managed within our school.

### **Our Pupil Mobile Phone rules**

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- All phones should be turned off and handed in to the school office at the beginning of the day.
- Your phone should be appropriately marked so that you can recognise it with your name and class.
- Alongside parental responsibility for online safety the school will help children to learn about staying safe online. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Parents will be contacted if children do not follow these rules. Any phone brought in without permission will be confiscated and parents or carer will be contacted.
- Children should be reminded not to take photographs or videos of other children and **never** to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- School cannot accept responsibility for damage to or loss of a mobile phone brought into school.
- Our school online safety co-ordinator is Miss Lucy Jones. Please feel free to contact Miss Jones or Mr Mamak if you have any concerns regarding online safety.

Parents may want to look at the advice on [www.internetmatters.org](http://www.internetmatters.org) which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement attached.

Your sincerely,  
Mr Tim Mamak  
Head teacher

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## Mobile phone Agreement Our Pupil Mobile Phone Rules

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- Alongside parental responsibility for online safety the school will help children to learn about staying safe online. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
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- Children should be reminded not to take photographs or videos of other children and **never** to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
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**Name of child**

.....

**Class** .....

Reason for needing a mobile phone in school

.....  
.....  
.....

**Parent / Carer:** I confirm that I have explained the school rules regarding mobile phones to my child and can confirm that they may take a mobile phone into school on that basis.

**Parent / Carer signature** .....

Date .....

**Pupil:** I will follow the school mobile rules.

**Pupil signature** .....

Date .....

**PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU**

