

Mobile Phone Policy

OVERVIEW

Some parents allow their children to have access to mobile phones at home and in the community. There is normally no need for pupils to have a mobile phone on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents should obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given, the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones must not be brought onto school premises by pupils.

OBJECTIVES

1. To clarify the school position in relation to mobile phones.
2. To ensure that mobile phones are only brought onto school premises with the permission of the headteacher.
3. To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video.
4. To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
5. To ensure that on school premises pupils have only safe access to the internet.
6. To ensure that education is free from interruption and disruption caused by mobile phones.

STRATEGIES

1. Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the headteacher.
2. Parents must apply to the headteacher for permission for mobile phones to be brought onto school premises or to be taken on any school activity or visit.
3. Parents seeking such permission are asked to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to websites that are unsuitable for children.
4. Mobile phones brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.
5. Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises without the headteacher's permission.
6. Pupils who have been given exceptional permission to bring a mobile phone into school must switch it off and hand it to their class teacher on arrival, who will keep this in a box, until the end of the school day.
7. If pupils have a need to contact their parents by telephone during the school day it must be done through the normal channels using the school telephone system.
8. If parents need to contact their child during the school day it must be done through the school telephone system.
9. Where permission has been given for a mobile phone to be brought onto school premises the phone must be clearly labelled with the pupil's name.
10. Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the headteacher has given permission.
11. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority, including the police if appropriate.

OUTCOMES:

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile phones.

Adopted by the Governing Body

Mobile Phone Policy - Permission Agreement:

Parent / Guardian

1. I have read and understand the Mobile Phone Policy of St. James' Catholic Primary School.
2. I agree to abide by the conditions set out in the school policy.
3. I understand that mobile phones must be switched off on school premises and on any other school activity.
4. My child will switch the mobile phone off and hand it to their class teacher as soon as s/he arrives in school. The school will take care of the mobile phone once it has been handed in, but school will only accept mobile phones on the understanding that it will not be held responsible for theft, loss or damage. Parents must ensure that the mobile phone is covered at all times by their own insurance.
5. I will ensure that there are appropriate parental controls on the mobile phone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) _____

Parent Signature: _____

Date: _____

Pupil's Name (print) _____

Mobile Phone Number _____

Date: _____