



## **Mobile phone and electronic device policy**

### **Rationale**

We understand that parents need their children to have a mobile phone for safety purposes.

Mobile phones are now a very powerful form of technology and children can access useful and instant information.

Social media is now widely used and is an excellent method of keeping in communication with friends and family across the world.

However;

When mobile phones are used incorrectly, they present a safeguarding issue.

Children are at risk when sharing information and photographs via social media and on-line.

Incidents of cyber-bullying nationally are increasing, and the consequences are most serious.

If children are involved in cyber-bullying this can be reported as a crime.

The number of accidents (children crossing roads) has also increased, frequently they occur when attention is not paid to the road but instead to mobile devices or listening to music.

### **Our policy**

Pupils must turn off their phones when they arrive at school i.e. at the school gate.

Pupils may call / text at the gates if they need to inform parents that they have arrived to school.

All devices including headphones must be out of sight throughout the school day, this includes break and lunch time. Phones are not to be used even for checking the time.

If pupils need to contact home during the day, they must come to the office or see their HOY.

Parents must contact the office if they need to get an urgent message to their child during the school day.

Staff should only use their phones in offices, not in teaching areas or around the school in front of pupils.

Staff on duty may need to use their mobile phone when there is an emergency and PE staff may need to use phones during enrichment sessions.

Staff will need to use mobile phones when on a residential, day trip, visit, and off-site activities e.g. swimming.

Visitors to the school will be asked to turn their phone off and it must remain out of sight.

The school does use social media (Twitter) to promote the school using a mobile phone during the school day. This must only happen with the permission of the Headteacher, Deputy Headteacher or Designated Safeguarding Lead.

Staff will remind pupils at the start of each day that phones should be turned off and out of sight.

### **Confiscating a phone or device**

We expect all pupils to follow the policy but if a phone is not out of sight or if heard during the day the device will be confiscated, and placed in the school office safe.

The phone will only be returned to an adult family member of the student.

Students refusing to hand their phone over will face a further sanction.

We do not take responsibility for phones on school site if they are lost, damaged or stolen. Any device brought to school is at the owner's risk.