



## MOBILE PHONE POLICY

### **Aims and Purposes**

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. However, we recognise that in Years Five and Six, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians, they will be allowed to use a school phone. If parents need to contact children urgently, they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

### **Procedures**

Parents of Year Five and Six pupils will need to complete the permission form (Appendix 1) and hand this to the office. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone should be given to a member of the office staff upon arrival at school and can be collected at the end of the school day. Under no circumstances should there be access to phones during the school day or mobiles left in pupils' bags, coats or folders.

### **Inappropriate use of a mobile phone**

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SLT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

### **Sanctions**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the Senior Leadership Team. The incident will be recorded.

On the third infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer present. **After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.**

### Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy. If this form is not returned, we will presume your child will not be needing their phone in school.

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### APPENDIX A

#### Mobile Phone Agreement:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Mobile Phone Model: \_\_\_\_\_

Reason for phone being in school: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1 - I hereby give permission for my son/daughter to bring the above mentioned phone into school.

2 - I acknowledge that if he/she does not hand it in and/or uses the phone inappropriately for calls, photographs, internet etc. the school will confiscate the said phone accordingly. The phone will be returned only to the parent/carer the end of the school day.

Name(s): \_\_\_\_\_ (parent/carer)

Signed: \_\_\_\_\_ (parent/carer) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (pupil) Date: \_\_\_\_\_