



### General use of mobile phones

- Mobile phones may not be used during lessons, group work, formal school time, at clubs or any time working with children in any area of the school.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- No images or videos should be taken on mobile phones or personally-owned mobile devices.

### Pupils' use of personal devices

- If a mobile device is brought into school by a pupil, they should be handed to their class teacher who will then take them to the main office for safe keeping. Pupils should collect their mobile device from the main office at the end of the school day.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with school policy.
- If a pupil urgently needs to contact his or her parents or carers, the office staff will call on their behalf. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences and encouraged to use PIN's and other security as necessary.
- Pupils will be provided with school mobile devices (e.g. Learn pads) to use in specific learning activities under the supervision of a member of staff. Such mobile devices will be set up so that only those features required for the activity will be enabled as necessary.

### Staff use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting pupils, young people or those connected with the family of the student.
- Staff will be issued with a school phone where contact with pupils, parents or carers is required, for example a mobile on school trips or staff based landline in school offices. Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting parents, they should use the school mobile in the first instance or, if not available, their own devices and hide (by inputting 141) their own mobile numbers for confidentiality purposes.
- Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode and not used during teaching periods unless in emergency circumstances and with prior agreement from Line Management.
- Staff should use mobile phones in designated areas such as the staff room or in a private room away from children; not in open areas and within view of children regardless of the time of day.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use school provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.
- Staff use of mobile phones during the school day will be limited to the morning break, lunch break and after school.
- Staff should ensure that their phones are protected with PIN/access codes in case of loss or theft.
- Staff should not send and receive texts in classrooms or use camera phones at any time.
- Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.
- Staff should never store parents' or pupils' telephone or contact details on their mobile phone, as this allows the possibility of inappropriate contact.
- Staff should never send, or accept from anyone, texts or images that could be viewed as inappropriate.
- If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened but a senior member of staff or Child Protection Lead should be contacted.

## **Parent/Carer use of personal devices**

- Parents and Carers are not permitted to upload images/videos of pupils (other than their own) and staff, if taken on the school premises or at a school event, to the internet or social media sites without the consent of the staff member or parent and carer of the child.

## **Pupils mobile phone acceptable use policy**

### **Purpose**

William Read Primary School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.

Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile phones to school.

The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities both on the school premises and off- site.

### **Rationale**

The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely.

### **Personal safety and security**

William Read Primary School accepts that parents/carers may give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

### **Responsibility**

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential misuse of those capabilities.

Parents/carers should be aware if their child takes a mobile phone to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers are reminded that in cases of emergency, the school office remains **the first and appropriate point of contact** and can ensure your child is reached quickly and assisted in any relevant way. Passing messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

### **Acceptable Uses**

All children's mobile phones and personally-owned devices **must be switched off and handed to their class teacher** if they are brought into school and not used.

Parents/carers are requested that in cases of emergency they contact the school first. This ensures that staff are aware of any potential issue and may make the necessary arrangements.

Mobile phones should not be used in any manner or in any location that could cause disruption to the normal routine of the school.

Pupils should protect their phone numbers by giving them only to close friends and family. This will help protect the pupil's number from falling into the wrong hands and guard against insulting, threatening or unpleasant communications.

If asked to do so, pupils will show the content requested or hand their phone to a teacher or other designated adult such as the

police.

### **Theft or damage**

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school. Pupils should mark their mobile phone clearly with their full name.

Pupils who bring a mobile phone to school must leave it at the school office when they arrive.

When a mobile phone is found on the school premises and the owner cannot be located, it should be handed into the front office reception.

It is strongly advised that pupils use passwords and/or pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless to the thief. Call your network provider as soon as possible after your phone has been lost or stolen. This can be a temporary measure in case it is recovered.

### **Inappropriate conduct**

Using mobile phones to bully or threaten pupils or staff is unacceptable. Cyberbullying will not be tolerated. In some cases it could constitute criminal behaviour, using technology to humiliate, embarrass or cause offence will not be tolerated; regardless of whether 'consent' was given.

It is forbidden for pupils to use their own or other pupils mobile phones to take videos and pictures of acts to denigrate or humiliate others. This also includes using mobile phones to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

Pupils may not engage in personal attacks, harass another person, or post private information using SMS messaging, taking/sending photos or objectionable images, and phone calls. Pupils using mobile phones to bully other pupils will face disciplinary action. [It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]

Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.

### **Sanctions**

Pupils who infringe the rules set out in this document could face having their phones confiscated by teachers.

If the incident involves pupils under the age of 13 or is deemed illegal or inappropriate then the school has a duty to inform the Local Area Designated Officer for safeguarding (LADO) and may refer the incident to the police.



Child's Name \_\_\_\_\_

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

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (staff member): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_