

Birdwell Primary School
Mobile Phone & Devices Policy
for staff, visitors, volunteers and
pupils
2019



Signed

Head teacher

Signed

Chair of Governors

Date: 6th May 2019

Review Date: 6th May 2020

Birdwell Primary School Mobile Phone Policy

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 unless it is at a public event such as Sports Day and of their own children.

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.

Pupil Policy

While 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, Birdwell Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permissions slip (Appendix 1) must be signed by the parents 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 Birdwell Primary School accepts no liability for the loss or damage to mobile phones which are brought onto the school grounds.

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. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from the head teacher.

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 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 the head 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 talk to their children about the appropriate use of text messages as they can often be used to target groups and individuals.

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.

Birdwell Primary School Mobile Phone and Devices Policy

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

Introduction

Birdwell Primary School has a clear policy on allowing pupils to bring mobile phones into school.

Mobile Phones and Devices

Mobile phones are now the norm and a built in digital camera 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 mobile phones to be issued in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff Policy

Mobile phones should be on silent and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should **never** contact parents or pupils from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make a 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.

Staff should not be friends with pupils on any social media platform.

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 attending school visits can collect a camera from the school office.

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 disciplinary procedures in line with BMBC.

APPENDIX 1

Birdwell Primary School Mobile Phone Policy

Mobile Phone/ Apple Watch or other branded watch device
Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school, please sign the attached form to give permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in a morning before they go to their classroom. Their mobile should be clearly marked with his/her name.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thankyou

Head teacher

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Birdwell Primary School
MOBILE PHONE PARENTAL CONSENT

I/we give permission for Class

To bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE