



GILLINGSTOOL PRIMARY SCHOOL

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MOBILE PHONE AND RELATED TECHNOLOGY POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Signed 

Name: Caroline Carter

Headteacher

Date: ~~November 2022~~ ~~December 2019~~
2022 ~~December 2019~~

Date: November

Rationale

Gillingstool Primary School recognises that many students and their families own a mobile phone. We also recognise that some parents or guardians may request that their child bring a mobile phone to school for before and after school safety or security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below. This policy will inform all members of our school community about the appropriate use of mobile phones at our school and outline the associated procedures.

Guidelines

Staff (School staff includes teachers, teaching partners, caretakers and administration staff)

- During teaching time, playground and lunch duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode except in urgent or exceptional situations. Mobile phone use (calling, texting, messaging, internet surfing etc.) is not permitted.
- Staff members are permitted to use their phones in their own time, when pupils are not present.
- Mobile phones must be stored out of sight of the pupils.
- The digital camera facility should not be used and standard digital cameras used when photographing pupils. In the rare case that a digital photo has to be taken on a mobile phone then this image must be downloaded from the mobile device on to school electronic systems and then deleted from the mobile device as soon as possible.
- Staff may plan to use the 'mp3' facility on their phones as a music resource. If this is the case then the phone must be switched to 'airplane' mode to prevent any disruption of learning via incoming calls, texts or emails.
- Staff members are encouraged to take their mobile phones with them on school visits for use in an emergency and to provide a link with school and other staff. Again, unless in urgent or exceptional situations, mobile phone use (calling, texting, messaging, internet surfing etc.) is not permitted.

Other adults not in the employ of the school (includes Cleaners, Kitchen Staff, visitors etc.)

- If in the presence of children, then all regulations that apply to school staff will apply to them.

Students

- Students are not permitted to bring mobile phones to school unless in exceptional circumstance. (See below)
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any

appropriate way. Indeed, should the child need to contact home in an emergency then the school office will assist with making any necessary phone calls.

- In exceptional circumstances, a parent may wish their child to have a mobile phone on them for use after school. In this case, ~~pupils parents need to complete a Mobile Phone Permission Slip and they~~ must hand the phone in to the Class Teacher before school and collect it at the end of the school day. The phone should be clearly marked with the pupil's name. The phone will be kept securely in the class storage cupboard.
- Should a mobile phone be brought to school for whatever reason, the pupil does so entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Sanctions.

Should a pupil be discovered with a phone in school then a variety of sanctions may be used (in line with the school's Behaviour Policy) and a parent informed. The mobile phone will be confiscated and handed back to pupil or parent at the end of the day. Should any photos have been taken inappropriately on the phone in school then the pupil will be requested to delete these in the presence of a member of staff.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt learning or interfere with the operation of the school;
- threatens or is likely to threaten the safety or well-being of any person;
- is in breach of any law.

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any ~~SMS or~~ text message, social media, photographic, video or other data transfer system available on the phone. These issues will be covered by the school's work within the area of Computing, PSHE, and other areas related to the development of their personal, social and emotional skills throughout the school. Children will be advised on the need for thought and care when using such devices. Pupils must be reminded that smart phones with ~~i~~Internet connectivity carry all the risks of using the internet and social networks previously accessed on desktop or laptop computers.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Should such an event occur in school then the school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods, tablets and similar devices.