



Highfield Primary School

Mobile Phone & Smart Technology Policy



Aims

At Highfield Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

Objectives

- To clarify the school position in relation to mobile phones and smart technology
- To ensure that mobile phones and smart technology are only brought onto school premises with the permission of the Head Teacher
- To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
- To ensure that on school premises pupils and staff have only safe access to the internet
- To ensure that education is free from interruption and disruption caused by mobile phones

Scope

This policy applies to all individuals who have access to personal mobile phones and/or devices on site. This includes staff, volunteers, governors, children, parents and carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documents:

- Safeguarding Policy
- On Line Safety policy
- Code of Conduct (staff)

Pupils

Some parents/carers allow their children to have access to mobile phones and other smart devices i.e. smart watches, iPads etc. at home and in the community. There is normally no need for pupils to have a mobile phone or other smart device on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents/carers may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones must not be brought onto school premises by pupils.

- Pupils will not be allowed to have mobile phones on school premises unless their parents have completed the written agreement (attached)
- By signing the written agreement, parents/carers agree to ensure that the phone has parental controls

to limit its access to websites that are unsuitable for children

- Mobile phones or smart devices brought onto school premises by pupils without permission will be confiscated and parents/carers will be required to visit the school to have the phone returned to them in person
- Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off before they come onto the school premises and hand it in to their class teacher on arrival and seek its return at the end of the school day

Volunteers, Visitors, Parents and Carers

- All home/school communication during the school day must be done through the school telephone system or through teachers2parents
- On arrival, all volunteers, visitors, governors and contractors will be informed of our expectations around the use of mobile phones/devices
- Pupils, parents/carers or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Head Teacher's permission
- Whilst on school premises, pupils and others may only use the internet via the school computer system.
- Where parents/carers are accompanying pupils on school trips, they should not use their devices to take photographs of children or access social networking
- Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate

Staff and Governors

- Staff should have phones off or on silent away from view when in the vicinity of pupils
- Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty or while supervising children – with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party
- If photographs of pupils are required for display or curriculum evidence these may only be taken on a school iPad
- Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable
- In cases of an exceptional circumstance (e.g. domestic emergency/acutely sick relative), staff must seek permission from a member of the Senior Leadership Team
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

Outcomes:

This policy will ensure that parents/carers and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile phones. The school will treat breaches of this policy as they would treat any other breach of school rules.

Mobile Phone Policy - Permission Agreement:



Parent / Carer

1. I have read and understand the Mobile Phone & Smart Technology Policy of Highfield Primary School.
2. I agree to abide by the conditions set out in the school policy.
3. I understand that mobile phones must be switched off on school premises – including the playground.
4. My child will switch the phone off and hand it into their class teacher as soon as s/he arrives in school. The class teacher will take care of the phone once it has been handed in but they will only accept phones on the understanding that they will not be held responsible for theft, loss or damage to the phone whilst it is in their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
6. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) _____

Parent Signature: _____

Date: _____

Pupil's Name (print) _____

Pupil's Class _____