

Summerfields

PRIMARY SCHOOL



Mobile Device Policy

Reviewed: 12/01/2017

Next Review: 12/01/2020

Signed:

A handwritten signature in black ink, consisting of the letters 'E' and 'M' in a stylized, cursive font.



SUMMERFIELDS PRIMARY SCHOOL
MOBILE DEVICE POLICY

RATIONALE:

This policy provides clear guidance on the use of mobile devices in school by staff, pupils and visitors.

AIMS:

Mobile devices are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile devices or e-mail addresses. They can also be posted on the internet or in chat rooms.

There is the potential for camera mobile devices to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

Staff Policy

- Staff use of mobiles devices during their working school day should be:
 - Outside of their contracted hours
 - Discreet and appropriate, eg not in the presence of pupils
- Mobile devices should be switched off and left in a safe place during lesson times, not in classrooms. School will not take responsibility for items that are lost or stolen.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera mobile devices a member of staff should never use their device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).
- 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 our Whistleblowing Policy and associated procedures.

Pupil Policy

- While we fully acknowledge a parent's right to allow their child to bring a mobile device to school if they walk to and from school without adult supervision, Summerfields discourages pupils from bringing mobile phones, DSs, MP3 players, tablets, games consoles, etc to school due to the potential issues outlined above.
- When a child needs to bring a mobile device into school, a permission slip (Appendix One) must be signed by their parent and the mobile device must be left in the school office at the start of the day and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own phone. Parents are advised that Summerfields accepts no liability for the loss or damage to mobile devices which are brought into the school or school grounds.
- Where a pupil is found by a member of staff to be using a mobile device, the device will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach to the device. The mobile device will be stored by the school office. The pupil may collect the device at the end of the school day. A letter will be sent home to the parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects the phone from a senior 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 the school's Behaviour Policy.
- If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.
- Should a pupil be found to be using their device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a device into school.
- Please talk to your child about the appropriate use of text messages as they can often be used to bully pupils.
- Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures - via the school office on 01983 525085.

Visitor Policy

- School will bring to the attention of any visitor our policy on mobile devices and ask them to leave the mobile phone at the office.
- If the visitor is unable to do so, eg a contractor needs to use the camera on their device to photograph a fault/building issue, they will then be escorted for the duration of their visit by either the caretaker or a member of the office.

Monitoring

The governors are responsible for monitoring this policy

Signed:

Date:

Review Date:

Appendix One

Dear Parent/Carer

RE:MOBILE DEVICE PARENTAL CONSENT

In accordance with our School Mobile Device Policy, we understand that your child will be bringing a mobile device to school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:-

1. Your child needs to bring the device to the school office and switched off first thing in the morning before they go to their classroom.
2. The school bears no responsibility for any loss or damage to the mobile device.
3. Your child's mobile device should be appropriately marked so that they can recognise it
4. Should your child be found to be using their device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a mobile device into school.

Yours sincerely

Head Teacher

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MOBILE DEVICE PARENTAL CONSENT

I give permission for my child _____ of _____ Class to bring their mobile device to school.

We have read the policy and understand all its implications.

Signed: _____ Date: _____