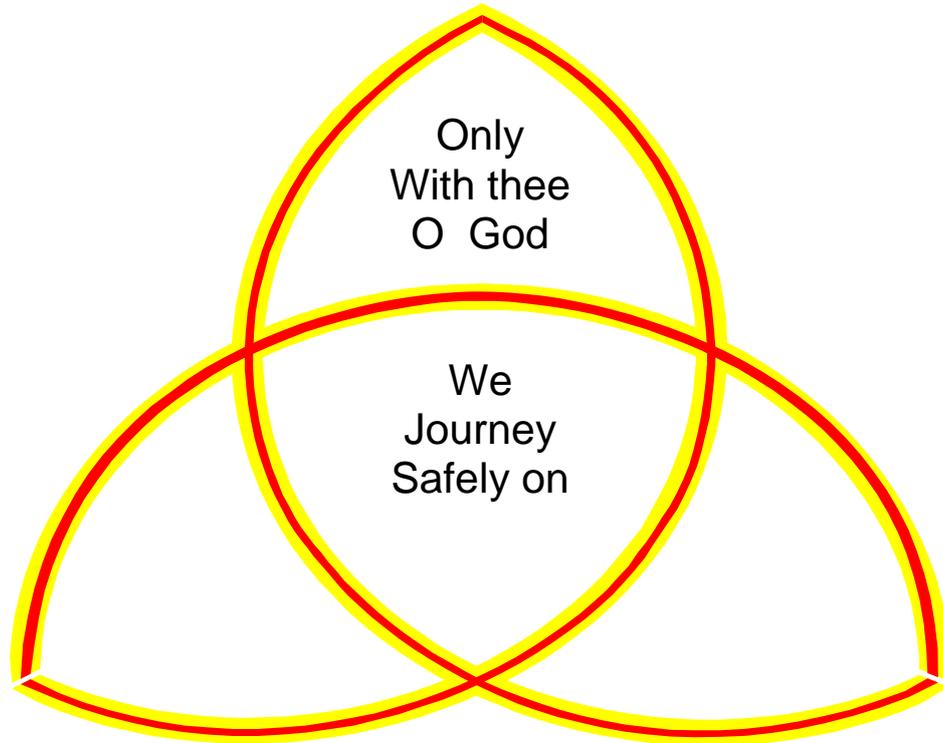


# Holy Trinity CE Junior School



**Policy for: The Acceptable Use of Mobile Phones**

**Reviewed by: Mrs J Sweetman**

**Date adopted: Autumn 2016**

**Next review date: Autumn 2017**

## **Principles**

Holy Trinity CE Junior School is committed to supporting the children in our care, in a Christian environment. In our Christian community relationships are based on these core values: loving, caring attitudes; concern for the whole person; justice and respect for others.

## **Aims**

Holy Trinity CE Junior School accepts that mobile phones are a part of everyday life for the adults and children belonging to the school.

We acknowledge that, when parents allow their children to travel to and from school alone or with other children, a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently. However it is **not** a requirement that children have a mobile phone in order to walk to or from school without an adult.

Staff may need to make or receive personal calls during the school day.

This policy aims to manage the use of mobile phones within school. The policy will be circulated to all staff and published on the school website. A printed copy is available on request from the school office. Any parent /carer allowing their child to walk to school or requesting permission for their child to walk home alone will be presumed to have read and agreed to this policy. (Appendix C or Appendix D)

Pupils and their parents/carers should read and understand the policy **before** parents /carers decide to allow their child to bring a mobile phone to school.

## **Practice**

### **Staff**

Staff personal use of mobile phones during their working school day should be:

- Outside of their contracted / directed hours
- Discreet and appropriate i.e. not in the presence or earshot of pupils

Mobile phones should be switched off and left in a safe place during lesson times. There are lockers and lockable drawers available and school will not take responsibility for items that are lost or stolen.

Staff should not 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 not send to, or accept from, colleagues or pupils, texts or images.

A member of staff should not use their phone 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 may lead to disciplinary action being taken.

## **Pupils**

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

Mobile phones should be inexpensive models.

Mobile phones should be marked with the owners' name.

The decision to provide a mobile phone to their children should be made by parents or carers.

Parents/carers should be aware if their child takes a mobile phone to school.

In preparation for transition to secondary school, pupils in Year 6 are allowed to bring a mobile phone if they walk unaccompanied by an adult to and from school.

Mobile phones are only to be used for texting/phoning parents or carers to acknowledge safe arrival at school or to make arrangements for the end of the day. If the latter needs to be done in school time, a pupil will be asked to do this under supervision by the school office. Mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day. Day to day management of pupils' phones within school is set out in Appendix A.

Only in exceptional circumstances will children in other year groups be allowed to bring a mobile phone to school. If a parent/carer wishes their child to bring a phone to school they will need to write to the class teacher explaining the exceptional circumstances and will need to complete Appendix D.

## **Links to the Behaviour Policies and Procedures**

For pupils, Internet access on a mobile phone must be switched off at all times and must not be used to send images or files to other mobile phones. Using mobile phones to bully and threaten other pupils is unacceptable and will not be tolerated. This includes using mobile phones to photograph or film any student 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. The school may take action in line with the Promoting Good Behaviour Policy; Anti Bullying Policy and Behaviour Process and action is not restricted to incidents which occur during the school day. In such cases, the parent or carer would be notified immediately and permission to bring a phone to school may be withdrawn.

## **Loss or Damage**

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

## **Sanctions**

Pupils who do not follow the guidelines and procedures set out in this document may not be allowed to bring their mobile phone into school. Appendix B sets out the consequences if guidelines are not followed.

## **Monitoring and Evaluation**

This policy and related procedures will be monitored and evaluated by the Behaviour Lead and reported to the Head teacher and Pupils & Curriculum Committee.

## **Appendix A**

1. Mobile phones should be switched off upon arrival at the school gate in the morning.
2. At registration phones should be placed in the class box provided.
3. All collected mobile phones will be taken to the school office and locked away until the end of the day.
4. At the end of the school day mobile phones will be returned to the classroom and pupils will collect their phone from the class box. If a child is attending an after school activity, their phone should remain switched off and with their belongings.
5. Pupils should not switch the phone on until they have left the school premises.
6. Mobile phones that are found in the school and whose owner cannot be located should be handed to the school office.

## **Appendix B**

1. If a mobile phone is used during the school day or has not been handed in it would be confiscated and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident in the Behaviour folder.
2. If this occurs again the mobile phone would be confiscated and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone. They may be asked to speak to a member of the Senior Leadership Team. The incident will be recorded.
3. If this behaviour is repeated the mobile phone would be confiscated and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present.

**Appendix C – Y6 Permission to leave school without an adult. Completed forms to be kept in the class register.**

**Appendix D – Permission to bring a mobile phone to school. Completed forms to be kept in the class register, with the reason in writing.**

## Appendix C

### Y6 Permission to leave school without an adult

Parent or carer's name: \_\_\_\_\_ (please print)

Pupil's name: \_\_\_\_\_ (please print)

Class: \_\_\_\_\_

I give permission for my child to leave school at 3.25pm without an adult.

This will be **any day of the week / on specific days of the week** (please delete as appropriate).

If only specific days of the week please write them here:

My child may leave school alone on:

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After school clubs and activities will all have separate permission slips and this permission will not apply other than at 3.25pm.

I have read the Acceptable Use of Mobile Phones Policy (on the website or available via the school office) and have ensured that appropriate filters are set on my child's phone.

Signed: \_\_\_\_\_

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

## Appendix D

### Permission to bring a mobile phone to school

I have informed my child's class teacher in writing, of the reason why my child will bring a mobile phone to school.

I have read the Acceptable Use of Mobile Phones Policy (on the website or available via the school office) and have ensured that appropriate filters are set on my child's phone.

Parent or carer's name: \_\_\_\_\_ (please print)

Pupil's name: \_\_\_\_\_ (please print)

Class: \_\_\_\_\_

Signed: \_\_\_\_\_

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

(Please complete the following if applicable)

I give permission for my child to leave school at 3.25pm without an adult.

This will be **any day of the week** / **on specific days of the week** (please delete as appropriate).

If only specific days of the week please write them here:

My child may leave school alone on:

\_\_\_\_\_

After school clubs and activities will all have separate permission slips and this permission will not apply other than at 3.25pm.

Signed : \_\_\_\_\_

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