

## Thorpe Hesley Primary School – Mobile Phone Policy

To be reviewed: as required

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

### **1. Introduction**

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils.

Thorpe Hesley Primary School has a clear policy on allowing pupils to bring mobile phones into school, and this policy makes explicit reference to camera mobile phones.

### **2. Camera Mobile Phones**

Camera mobile phones 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 phones or e-mail addresses. They can also be posted on the internet or in chat rooms.

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

### **3. Staff Policy**

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

- Outside of their contracted hours
- Discreet and appropriate eg. Not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times.

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. The wearing of smart watches is also included in this policy. Please ensure that if you do wear a smart watch it is set to do not disturb during lesson times.

With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s) unless they are using it completely as a camera and in this case images should be deleted immediately they have been uploaded.

They should not 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.

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Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

### **4. 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, Thorpe Hesley Primary School discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

When a child needs to bring a phone into school, it 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 Thorpe Hesley Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or 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 school office team who will record the name of the pupil and attach to the phone. The mobile phone will be stored by the School Office. A letter will be sent home to the parents explaining the circumstance. If this should occur, then the school will confiscate the phone until an appropriate adult collects the phone from a member of SLT.

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 phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of SLT.

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.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 0114 2570153 / 2570730) This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies.

### **5. Parent policy:**

Please note that parents are NOT allowed to use their phones as cameras or recording devices on school premises, other than at events where it has been agreed that it is permitted to do so. Any pictures or media taken in these cases are

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for personal use only and parents must not put pictures of any children, other than their own, onto social media.

Parents must not film, vocally record, or take photographs of staff without their permission and in meetings; this is not allowed at all as it is an infringement of personal right.

### **Special Note:**

In accordance with this policy, pupils are not allowed to bring mobile phones to after school events such as After School Clubs or discos. If staff see pupils with phones at such events they will be confiscated until the end of the event and previous information in this policy applies.

Staff or volunteers in attendance at any such events **MUST** be vigilant and ensure there is no such use of mobile phones.