



“Learn, sparkle & shine...”

St. Peter's C.E. Primary School – Farnworth

Mobile Phone, Devices and Camera Policy

Agreed January 2016



Aims

At St Peter's CE Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern 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 cameras
- To ensure that mobile phones and cameras are only brought onto school premises with the permission of the headteacher
- 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
- E-safety policy
- Acceptable Use of the Internet policy and declaration form
- Child Protection Policy
- Code of Conduct (staff)

Pupils

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera 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 must complete the relevant form for their child to bring a mobile phone onto school premises. The pupil must comply with the requirements of this policy.

- Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities without the permission of the Headteacher
- Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person
- Pupils who have been given permission to bring a mobile phone to school must switch it off



and hand it in to the office 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
- Pupils, parents 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 Headteacher's permission
- Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the Headteacher has given permission
- Where parents and 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 camera
- 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 Management Team
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

Outcomes:

This policy will ensure that parents 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 telephones. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

Adopted by the Governing Body:

Review Date:

Signed (Chair):



Mobile Phone Policy - Permission Agreement:



Parent / Guardian

1. I have read and understand the Phones Policy of St Peter's CE Primary School
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity
4. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is 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.

Parent Name (print) _____

Parent Signature: _____

Date: _____

Pupil's Name (print) _____

Mobile Phone Number _____

Date: _____

