

POLICY FOR THE USE OF MOBILE PHONES & OTHER SMART DEVICES IN SCHOOL

* All references to mobile phone, also refer to any other SMART devices

VISITORS - All visitors to school are required to switch off their mobile phones* on arrival. Should any visitors require use of their mobile phone*, they must speak to a member of the Senior Management Team.

Adults either in school or accompanying pupils on school trips should not use their mobile phone* cameras to take photographs unless given specific permission to do so by a member of school staff, e.g. at an event such as a Star Achievers' assembly and the photographs must be of their own child(ren) only. School accepts no responsibility for any items that are lost or stolen on the premises.

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

- Outside of their contracted hours
- Discrete, in an appropriate place and not in the presence of pupils

Mobile phones* should be switched off and stored in a safe place not accessible by staff or pupils, especially during lesson times. School accepts no responsibility for any items that are lost or stolen on the premises. If staff are expecting an urgent phone call during the school day (e.g. due to illness of a family member), they should notify the Headteacher or Deputy Headteacher so that appropriate measures can be agreed.

School trips /residential - staff will need a mobile phone* to ensure they have full contact with school in case of an emergency. In such cases, staff are expected to carry their mobile phone* upon their person and ensure it is on silent/vibrate.

If staff need to make a school business call, e.g. to speak with a parent/carer, they should use a telephone in a classroom, the headteacher's office or the school office. If the call is of a sensitive nature, please do not use the school office as visitors and pupils gather there. Staff should not make school business calls from their personal mobile phone*, or give their personal mobile phone number as a contact number.

For staff who have children in childcare or school, please make sure that your child's school/childcare has the schools number. They will need to contact school in an emergency to get in contact with you. You should not answer your phone while in the classroom during teaching time.

PUPILS - For Safeguarding reasons, pupils are not allowed to have their mobile phones or any other 'SMART' device with them at school. Should parents/carers need to contact their child or vice versa during the school day, this should always be done via the school office.

If parents/carers have decided that a pupil needs their phone* for the journey to and from school, at the start of the day it must be placed in the padded envelope provided by school (which must be clearly labelled with the pupil's name and class) then handed in to a member of staff and collected at the end of the day.

Parents/carers should be aware that the school accepts no liability for the loss or damage to any mobile phones or any other 'SMART' device, which are brought onto the school grounds, therefore they should make their own arrangements if they require insurance protection.

If a pupil is found by a member of staff to be using a mobile phone* at school, it will be confiscated from the pupil and handed to a member of staff, who will store it safely until the pupil collects it at the end of the school day. Should a pupil be found to be using a mobile phone*

again or inappropriately, then it will be confiscated and a member of the Senior Management Team will contact a parent/carer to collect the phone from school.

The school reserves the right to say that a pupil will no longer be able to bring a mobile phone* into school.