



# Lanesend Primary School

## Mobile Phone Policy 2021 Statutory Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Trustees)

**Review Date:** July 2021 (Yearly)

**Reviewed By:** Child-Centred Group and Board of Trustees

## Lanesend Primary School Mobile Phone Policy

### **1. Purpose**

The widespread ownership of mobile phones among young people requires that school staff, children, and families take steps to ensure that mobile phones are used responsibly at schools. This Mobile Phone Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our children.

1.2 Lanesend Primary School has established the following Mobile Phone Policy for mobile phones that provides staff, children, families, volunteers (readers etc) and visitors (including outside contractors) guidelines and instructions for the appropriate use of mobile phones during school hours.

1.3 Children and their families must read and understand the Mobile Phone Policy before children are given permission to bring mobile phones to school.

1.4 The Mobile Phone Policy for mobile phones also applies to children during school excursions, camps and extra-curricular activities.

### **2. Rationale**

#### 2.1 Personal safety and security

Lanesend Primary School accepts that families give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concerns about children walking to school alone or travelling alone on public transport. It is acknowledged that providing a child with a mobile phone gives families reassurance that they can contact their child if they need to speak to them urgently.

### **3. Responsibility**

3.1 It is the responsibility of children who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2 The decision to provide a mobile phone to their children should be made by families.

3.3 Families should be aware if their child takes a mobile phone to school.

3.4 The teaching staff reserve the right to view the content of any child's mobile phone at any time in respect to issues regarding the safeguarding of children.

### **4. Acceptable Uses**

4.1 Mobile phones should be switched off and given to the class teacher or the main office during the school day. Families are reminded that in cases of emergency during the school day, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4.2 Children should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the child's number from falling

into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.3 Children are advised not to use their mobile phones as they walk to school, unless there is an emergency, as there have been traffic incidents involving children who are texting or talking on the phone and not paying full attention to their road use.

## **5. Unacceptable Uses**

5.1 Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school time

5.2 Using mobile phones to bully and threaten other children is unacceptable and this will not be tolerated.

5.3 It is forbidden for children to “gang up” on another child and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that child and then send the pictures to other children or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any child 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.

5.4 Mobile phones are not to be used or taken into toilets or used in any situation that may cause embarrassment or discomfort to their fellow children, staff or visitors to the school.

## **6. Theft or damage**

6.1 Children who bring a mobile phone to school should NEVER leave it in their coat/bag when they arrive.

6.2 Mobile phones that are found in the school and whose owner cannot be located should be handed to the office.

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

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

## **7. Inappropriate conduct**

7.1 Any incident of a child using vulgar, derogatory, or obscene language while using a mobile phone will be investigated and families informed.

7.2 Children with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. If this occurs during the school day, the phone will be removed and families informed.

## **8. Sanctions**

8.1 Children who infringe the rules set out in this document could face having their phones removed by teachers and their families will be informed. Appropriate arrangements would then be made for the families to collect the mobile phone.

8.2 Repeated infringements may result in the withdrawal of the agreement to allow the child to bring the mobile phone to school.

## **9. Staff use of mobile phones**

9.1 Lanesend Primary School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

9.2 Lanesend Primary School allows staff to bring in mobile phones for their own personal use. However, they are not allowed to be used in the classrooms, toilets, changing rooms, corridors, playground or in the play areas whilst supervising the children. If staff need to make an emergency call, they must do so either in the school office or staffroom, as long as children are not present. Mobile phones can be used during breaks and lunch times in the staff room or in classrooms if there are no children around. Staff must ensure that there is no inappropriate or illegal content on their device.

9.3 Mobile phone technology may not be used to take photographs anywhere within the school grounds without the Head teacher's permission. However, when permission is given to use a mobile phone to take pictures, any taken are deleted once they have been transferred to the main computer. There are iPads and a school mobile phone available within the school and only these should be used to record visual information within the consent criteria guidelines of the school.

9.4 Members of staff may only contact children's families on school approved mobile phones. When children undertake a school trip or journey, mobile phones used by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones. If staff have to use their personal mobile phones to contact families on school trips, they must ensure they hide their number by adding +141 before dialling.

9.5 The Head Teacher has a mobile phone to be contacted around school and to access information at all times. She is solely responsible for the use of the mobile phone and any pictures taken are deleted once they have been transferred to the main computer.

9.6 The Site Manager has permission to carry a school mobile phone, so that he can be contacted by the Headteacher or Office Team when a situation or emergency arises and he cannot be contacted via the walkie talkie. The Site Manager does not have permission to take photographs of children or use his mobile phone for personal use during school

hours. We are aware that the Site Manager may use the school mobile phone as a contact for contractors visiting the site during school hours.

9.7 If staff members have their children on site with them, either during working hours or after school, their children are not allowed to be on their mobile phones and must follow this policy.

## **10. Volunteers, outside contractors and visitors use of mobile phones**

10.1 Upon their initial visit, volunteers, visitors and outside contractors are given information informing them they are not permitted to use mobile phones in the presence of children on the premises. If they wish to make or take an emergency call they may use the main office. Neither volunteers nor visitors are permitted to take photographs or recordings of the children without the Head Teacher's express permission.