

Springwood Heath Primary School  
Use of Mobile Phones/All Digital Devices Policy

**Aims and Purposes of this policy:**

Parents/ carers should discourage pupils from bringing mobile phones, smart watches and devices to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Year Five/Six mobile phones may have a part to play in securing pupils personal safety on journeys to/from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils

Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/carers then our admin staff will contact on their behalf. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

**Procedures:**

**Reception to Year 4:** Pupils are forbidden from bringing a personal phone/ smart watch or digital device to school. If a child in these year groups brings a phone/ smart watch or digital device into school, the agreed procedure is that it will be handed over to a member of staff who will keep hold of it until the end of the day.

**Pupils in Year 5 and 6:** Pupils are permitted to bring a mobile phone to school to support safety issues if they come to school and/or leave school independently. All mobile phones should be handed to the class staff at the beginning of the school day and collected at the end of the day. If the parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- Parents of Year Five/Six pupils will be asked to complete a permission form and hand it to the class teacher. (Appendix A)
- With consideration to this, it will be made clear to parents that where they have given permission for their child to bring a mobile phone to school they do so entirely at their own risk.
- The school accepts no responsibility for any damage or loss whilst the device is on school premises unless it has been handed to a staff member at the beginning of the school day.

**Examples of misuse of mobile phones:**

- Online bullying by text, image and email messaging.
- Taking and sharing inappropriate pictures.
- Access to inappropriate websites through by-passing the schools filtering system.
- General disruption to learning caused by pupils accessing phones in lessons.
- Making disrespectful comments, mispresenting events or making defamatory remarks about teachers or other pupils.
- Pupils phoning parents immediately following an incident so that the ability of staff to deal with the incident is compromised.
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with deliberate intent of causing harm to others.

- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as Facebook or You Tube.
- The use of a mobile phone for `sexting` (the deliberate taking and sending of provocative images or text messages).

### **Inappropriate use of a mobile phone:**

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Management Team should be involved from the outset.

If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted. The parent/carer will be contacted by a member of the SMT.

In the rare circumstance that there is evidence of harassment and /or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Parents/carers will be asked to attend a school meeting. Accurate records of any incidents should be recorded on CPOMS and the Headteacher linked so that the incidents can be logged in an appropriate file.

### **Sanctions:**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

### **Confiscation Procedure:**

If it becomes necessary to confiscate a mobile phone then, parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present.

### **Guidance of confiscation:**

[Dfe Guidance in Screening & Searching – What the law allows.](#)

“School staff can search a pupil for any item banned under the school rules, if pupil agrees”

“School staff can seize any banned or prohibited item found as a results of a search which they consider harmful or detrimental to school discipline”

See below the full document:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

### **Parents and Visitors:**

Parents/ carers and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so there is no disruption to the school's programmes. Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child performing in special assemblies or events. An opportunity will be given at the end of the performances for parents to take photographs of their children.

This will be kept under review by the Governors.

(Appendix A)

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Mobile Phone Permission Slip

Name of Child -----

Class -----

I give permission for my child to bring a mobile phone into school for the purpose of health and safety as they journey to and from school.

I agree that the phone will not be used for any circumstances during the school day and is not to be used to take photographs of staff or pupils at school.

I understand that this is entirely at our own risk and that the school accepts no responsibility for any loss or damage whilst the device is on school premises.

Signed -----

Date -----