

Coleham Primary School's Mobile Phone Policy

The purpose and Importance of Mobile Phone Policy

Coleham 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 within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Safeguarding: The inappropriate use of mobile phones around children
- Staff and children being distracted from their work

Ensuring the Safe and Appropriate Use of Mobile Phones

Coleham Primary School allows staff to bring in mobile phones for their own personal use. However, they must be kept away from children at all times (e.g. in a locked drawer, in bag in locked staffroom etc) and are not allowed to be used in the classrooms, toilets or in the play areas at any time. All mobile phones should be switched onto silent or turned off during teaching time. Any private calls or texts may be made during break times in 'Child-free Zones' such as the staffroom, PPA room or offices. It is advisable therefore to ensure that anyone needing to contact you in an emergency has the school telephone number. If staff need to make an emergency call, they must do so in a 'Child-free zone' at the discretion of the head teacher or a member of the Senior Leadership Team. If staff fail to follow this guidance, this should be reported to the head teacher, who will decide if disciplinary action should be taken.

Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school grounds or on school trips. There are digital cameras and iPads available within the school and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

Two school mobile phones are available from the School Office for use on any school trip and during After School Club if needed. Any adults, including staff, helpers, etc., on school trips must not use their personal phone to contact parents/carers in the case of an emergency.

Children in Early Years and Years 1, 2, 3 and 4 are not permitted to bring mobile phones or hand held devices into school.

Children in Years 5 and 6 are permitted to bring mobile phones and handheld devices subject to the following terms and conditions. Where a pupil wishes to take a mobile phone or handheld device into the school the parent or guardian must sign an agreement.

When the child takes a mobile phone or handheld device into school, they must agree to the following restrictions to usage and terms and conditions:

1. The school is not responsible for any loss or damage – it is the child's responsibility to ensure the security of the device.
2. The device must be switched off whilst on school premises unless usage is authorized and

controlled by a teacher.

- 3. Where these guidelines have been breached the equipment will be confiscated by the class teacher and returned to the pupil at the end of the day.
- 4. Where this becomes a regular issue the child’s parent or guardian will be asked to discuss the issues with the class teacher or member of the SMT.

Please see Appendix 1 for Mobile phone agreement for parents.

Parent/carer mobile phones are only permitted to be used on school trips in child-free zones in the case of an emergency.

Use of Mobile Phones for Volunteers and Visitors:

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises except in ‘Child-free Zones’.

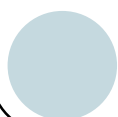
Volunteers or visitors are not permitted to take photographs or recordings of the children with their mobile phone.

This policy was adopted by the School Governors and staff in November 2015

Signed by:

.....GovernorHead teacher

“Our school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this us to share this commitment”



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When the child takes a mobile phone or handheld device into school, I agree to the following restrictions to usage and terms and conditions:

1. The school is not responsible for any loss or damage – it is the child’s responsibility to ensure the security of the device.
2. The device must be switched off whilst on school premises unless usage is authorized and controlled by a teacher.
3. Where these guidelines have been breached the equipment will be confiscated by the class teacher and returned to the pupil at the end of the day.
4. Where this becomes a regular issue the child’s parent or guardian will be asked to discuss the issues with the class teacher or member of the SMT.

I agree to the above terms and conditions and I understand that under no circumstances is the school liable for any loss or damage to the device.

Name of Child: _____

Class: _____

Signed by (parent or guardian): _____

Print name (parent or guardian): _____

Date: _____

