

Arden Primary School



Mobile Phone and Digital Technology Policy

Reviewed by: N.Haddock/ Anna Pilgrim/SLT

Approved on: October 2016

Next review: October 2018

Purpose:

In keeping with our Mission statement, staff at Arden Primary are aware of the importance of each individual within the school community, taking seriously their responsibilities towards children in their care. Adults in school will ensure that all necessary precautions are taken to protect children at all times.

Mobile phones have greatly increased in their technological capacity in recent times and they have many benefits. However, within our remit to safeguard children, the range of features on phones/electronic devices might be used for inappropriate activities within the school setting, e.g. bullying via text message, filming incidents of bullying, sharing or taking inappropriate images, etc. This policy seeks to clarify the school's position on such phones/electronic devices and therefore ultimately to contribute to our safeguarding of the children.

The increased ownership of mobile phones and other electronic devices requires that Arden Primary School pupils and parents take steps to ensure that mobile devices are used responsibly within the school environment to minimise disruption and encourage learning.

The Acceptable Use Policy has been formulated in consultation with the School Council to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.

Arden Primary School has established the following Acceptable Use Policy for mobile phones and other mobile devices that provides teachers, pupils and parents with guidelines and instructions for the appropriate use in term time and on school residential.

In order for staff/pupils to carry mobile devices on school premises, pupils and their parents or carers must first read and understand and agree the Acceptable Use Policy.

The Acceptable Use Policy for mobile phones/devices also applies to staff/pupils during school trips and extra-curricular activities.

Rationale:

Arden Primary accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time during their journey to and from school. Parents are requested not to phone their children during school hours. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of first contact and can ensure your child is reached quickly and assisted in an appropriate way.

Responsibility:

Permission to have a mobile phone/device at school while under the school's supervision is only granted under the strict adherence to the guidelines listed in this

policy. It is up to parents/pupils/staff to understand that these are followed through.

Parents, pupils and staff must understand that Arden Primary School accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school. It is the pupil's responsibility to take adequate precautions to safeguard their property at all times in all situations at school.

It is strongly advised that pupils/staff use passwords/PIN numbers and that unauthorised phone calls cannot be made on their phones (eg by other pupils or if stolen.)

Pupils:

Under no circumstances should a child have a phone during the school day. Any such phones will be looked after in the school office or by the class teacher until the end of the school day; parents may be contacted if prior consent has not been given. (Appendix A – Mobile Phones: Parent/Carer Consent Form). Similarly, mobile phones should not be brought on school visits, including residential trips.

Pupils should not use the school telephone without prior permission from staff. They are allowed to speak on the telephone (for example to their parents) only in the presence of an adult.

Adults

Adults should not, as a general rule, use mobile phones for personal calls/texts during the school day. Phones should not be used in the presence of children ie during lesson times, on corridors or on the playground, including receiving and sending text messages. Personal phones should be kept in bags/lockers/locked stockrooms and be switched to off or on silent. Personal texts and calls should also be avoided during meeting times and, at the very least, phones should be set to "silent" at such times. Should there be a reason why you need to use your phone during the school day, for example waiting for an important message, please discuss this with the Head Teacher.

Adults can make work-related calls during the day on the school telephone line. They can also make essential personal calls during break, lunchtimes and at either end of the working day on their own mobile phones, but calls should be made away from pupils e.g. office, in the staff room or entrance of building etc.

The school phone line is not for personal use, unless in an emergency with the prior consent of the Headteacher or Business Manager.

On occasions, particularly when classes are off-site, it is advisable for staff to have a mobile phone with them, and to keep this switched on, to provide a rapid means of contacting school or colleagues. We expect staff to let school know immediately if there is an unexpected delay on a trip, or if there is an accident or serious incident.

Some staff have work mobile phones/devices which may be used to make emergency calls or occasionally take photographs for professional reasons in strict accordance with the Safer Working Practice – Workplace Conduct policy.

Phones should **never**, under any circumstances, be shared with children. On no account should any adult show features of a phone to children; this includes music and images of any sort. Staff should not use the camera feature of their phone in presence of any children and should never take photographs of the children with their camera phones. Any such actions leave staff vulnerable to accusations from children. Parents are increasingly wary of the use of phones in the vicinity of their children.

Visiting staff

The above applies to all staff on our premises. Permanent staff are vigilant and remind anyone who is using their phone in any way in front of the children not to do so. It is the responsibility of all staff to inform the Head Teacher or the Deputy Head Teacher of any incidence of phones being shared with children at the earliest opportunity. Visiting supply teachers and students should be made aware of the phone policy during their welcome meeting and/or any planning visits made before a placement.

September 2016

Appendix A

Mobile Phones: Parent/Carer Consent Form

- I give my permission for my child to make their own way to and/or from school.
- I have read and understand the Mobile phones & other devices Acceptable Use Policy produced by Arden Primary.
- I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).
- I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in school policy.
- I understand that the school will not accept any responsibility for loss, damage or theft of a mobile phone or for any charges incurred while the phone is on school premises.
- I accept that the school may withdraw permission for my child to bring a mobile phone onto the school site if they are failing to comply with this policy.

Parent/carers

Name: _____

Signature of parent: _____

Date: _____

Name of pupil: _____

Signature of pupil: _____

Date: _____

Received in school office by:

Date:

Please return the completed slip to the school office.