

# Coopers Lane Primary School



## Mobile Phone Policy

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**Approved by:** James Mole/Amy Riley

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# A Coopers Lane Learner...



## **Purpose of the Policy**

To clarify for all staff, pupils and parents/carers the appropriate and responsible use of mobile phones during school hours at Coopers Lane.

Pupils and their parents or carers must read and understand this Policy before pupils are given permission to bring mobile phones to school.

## **The Use of Mobile Phones by Children**

At Coopers Lane we accept that parents/carers may provide their child with a mobile phone to protect them from everyday risks involving personal security and safety. We acknowledge that providing your child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently either on their journey to, or from, school.

### **Who can bring a phone to school?**

Only children who are in Year 5 or 6 and walk home without an adult have permission to bring a mobile phone to school.

### **Responsibility**

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this Policy.

The decision to provide their child with a mobile phone should be made by parents and carers.

Parents/carers should be aware if their child takes a mobile phone to school.

Parent/carers and pupils must read and sign the school's permission form before the child brings a mobile phone to school (appendix 1).

### **Procedures**

Mobile phones should be switched off upon arrival in the school grounds and handed in to the school office in a named zipped purse/case or cover.

All mobile phones will be kept in the school office until the end of the day.

At the end of the school day mobile phones should be collected by the pupils.

No exchange of phone numbers or calls to friends should take place on school premises. Similarly, mobile phones should not be used to access the internet, **take photos/videos** or to send messages while the child is at school.

### **Theft and Damage**

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

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

It is strongly advised that pupils use passwords/pin number on their phones, and that these are confidential. This will prevent unauthorised phone calls being made on their phone by other pupils should their phone be stolen.

### **Sanctions**

Pupils who infringe the rules set out in this Policy will not be allowed to bring their mobile phone into school.

Pupils who are found in possession of a mobile phone without a signed consent form from their parent/carer will have the mobile phone confiscated. It will be kept in the school office and parents will be notified. The pupil will not be permitted to collect the phone without their parent/carer

## **The Use of Mobile Phone by Adults**

The Governing Body of Coopers Lane 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:

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

### ***Ensuring the Safe and Appropriate Use of Mobile Phones***

The Governing Body of Coopers Lane School allows staff to bring in mobile phones for their own personal use. However, they must be kept in their bags or cupboards at all times and are not allowed to be used in the classrooms when children are present, or in toilets, changing rooms or in the play areas at anytime. If staff fail to follow this guidance, this should be reported to the Head Teacher who will decide if disciplinary action should be taken.

***If staff need to make an emergency call which would mean breaching this policy, they must do so from a school phone or use their mobile phone in the staffroom.***

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. There are digital cameras/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 school.

Members of staff may only contact a parent/carer on school approved mobile phones. Personal mobiles MUST NOT be used.

When children undertake a school trip or journey, mobile phone use 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.

July 1, 2021

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home. ***Pupil mobile phones are not permitted on school trips or the school residential trips.***

***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. If they wish to make or take an emergency call they may use the office telephone. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the Head Teacher's permission.

# Mobile Phone Agreement



## Parent

1. I will ensure my child understands that the phone must **not** be turned on within the school grounds **at any time whatsoever**.
2. I will ensure my child understands that the phone is given directly to the school office or their class teacher on arrival in a named, zipped purse/case or cover. **I understand that the mobile phone may not be kept in my child's school bag.**
3. I accept responsibility for the mobile phone my child has brought on to school premises. I understand that the school does not accept liability for the phone.
4. I understand that my child is responsible for collecting the phone from the school office after school, and will not turn the phone on until they have left the school premises.
5. I have read and understood the Coopers Lane Mobile Phone Policy

Signed by Parent/Carer .....

Name of Parent/Carer .....

Date .....

## Pupil

1. I understand that I may not turn my mobile phone on at school at any time.
2. I will ensure I hand my phone directly to the school office or my class teacher as soon as I arrive in school in a named, zipped purse/case or cover and that I will collect it after school.
3. I will not turn my phone on until I have left the school gates.
4. I understand that I will not be allowed to bring a phone to school again if I turn it on at school or I leave it in my school bag, and that my phone will be confiscated if I do so.
5. I understand that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Signed by Pupil .....

Name of Pupil .....

Mobile phone number .....

Date .....