

Newlands Primary School

Mobile Phone Policy



Date Policy Issued/Last Reviewed:	June 2014
Review Due:	July 2019
Name of Responsible Manager	
Exectuive Headteacher: Mr S Atkinson	
Head of School: Mr D Bailey	

MOBILE PHONE POLICY

Introduction

At Newlands Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Some of the issues related to the use of mobile devices within school are:

- They are valuable items which can be lost, stolen or damaged.
- Internet access on phones and personal devices can allow pupils to bypass school internet filtering platforms.
- They can disrupt classroom activities by being used in silent mode.
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regards to inappropriate capture, use or distribution of images of pupils or staff.

Related policies

- ❖ Child Protection policy
- ❖ Pastoral Care policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Images policy

Use of mobile phones

Pupils:

- Pupils are **not** permitted to have mobile phones at school or on trips.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school:
 - the phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time.
 - the phone is left at the owner's own risk and the school takes no responsibility for loss, theft or damage.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the principal aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.