



Woodside Primary Academy

Mobile Phone Policy

Mobile Phone Policy

Aims and Purposes

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

However, we recognise that in Year Five and Six mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Moreover, a ban would not be consistent with the aim of developing a culture of responsible use of a mobile phone 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/guardians they will be allowed to use a school phone. 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

Parents of Year Five and Six pupils will need to sign and return the Mobile Phone Policy Permission Agreement. With consideration to this, it is to be made clear to parents that where they have been 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 loss or damage whilst the device is on school premises. A letter will be sent to parents stating our policy and is to be included in the school's Starter Pack.

Pupils

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The phone should be clearly labelled with their name and taken to Reception at 08:50am and collected at 3:45pm. Under no circumstances should there be access to phones during the school day or should they be left in pupils' bags or coats.

Mobile phones brought to school without permission will be confiscated and must be collected by the parent. If policy is not followed the school may inform the parent and the pupil that the mobile phone may not be brought onto the school premises until further notice. In some cases pupils may be banned from bringing their phones to school.

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 Leadership 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/guardian will be contacted by a member of the SLT. If this is not possible, then a letter) will be sent notifying them of the seriousness of this action.

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. Accurate records of any incidents should be given to the Behaviour Lead to be logged in an appropriate file.

Policy agreed on 18 September 2015

Woodside Primary Academy

Mobile Phone Policy – Permission Agreement

Parent/ Carer

1. I have read and understand the mobile Phones Policy of Woodside Primary Academy.
2. I agree to abide by the conditions set out in the school policy.
3. I understand that mobile phones must be switched off on school premises.
4. My child will switch the phone off and hand it to the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is in their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
6. I will ensure there are appropriate parent controls on the phone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent / Carer Name (Print) _____

Parent/Carer Signature: _____

Date: _____

Pupil's Name (Print) _____

Mobile Phone Number _____

Date: _____