

# Bishop Wood School Mobile Phone Policy Yr 6



The widespread ownership of mobile phones among young people requires that school administrators, parents, teachers and pupils take steps to ensure that mobile phones are used responsibly. Bishop Wood School has established this Mobile Phone Policy to ensure that potential issues involving mobile phones can be clearly identified and addressed.

Bishop Wood School Governors and Teaching Staff would prefer that pupils did not bring mobile phones to school but should parents want their child to bring a phone then both the pupil and their parent or legal guardian must read this policy and sign and return the attached permission slips.

## 1. Outside school hours

Please note that mobile phones are not allowed to be taken on school trips and extra curricular activities. If pupils bring mobile phones to school outside normal school hours for social events e.g. for a school disco then that is at their parents' discretion and written permission is not required. However pupils and parents must still adhere to the contents of this policy and that the school accepts no responsibility for replacing lost, stolen or damaged mobile phones at any event/activity.

## 2. Responsibility

The decision to provide a mobile phone to their children should be made by parents or guardians. Parents should be aware if their child takes a mobile phone to school.

Permission for the pupil to have a mobile phone at school while under the school's supervision is dependent upon the parent/guardian signing the attached permission slip and the pupil signing their log in slip.

Parents / Guardians may withdraw their approval at any time but should notify the school immediately. It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document and in their log in slip.

If a child brings a phone to school without a permission slip being completed then it may be confiscated and the parents contacted to collect it from the head teacher.

The teaching staff reserves the right to view the content of any child's mobile phone at anytime in respect to issues regarding the safeguarding of children.

The teaching staff may also withdraw consent for a pupil to have a mobile phone in school if guidelines are not followed (see section 6).

## 3. Acceptable Use

Mobile phones should be switched off and kept in the locked safe in the classroom during the school day.

Parents are reminded that in cases of emergency during the school day, the school office remains the appropriate point of contact.

Pupils should ensure their phone numbers are only given to close friends and they should keep a note of who they have given their number to. This can help guard against the pupil's number from falling into the wrong hands and minimize the risk of insulting, threatening or unpleasant voice, text and picture messages.

Pupils are advised not to use their mobile phones as they walk to school, as there have been traffic incidents involving pupils who are texting or talking on the phone and not paying full attention to road safety.

## 4. Unacceptable Use

Unless express permission is granted, mobile phones should not be used to make calls, send messages, surf the internet, take photos or use any other application whilst on school property.

Using mobile phones to bully or threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will be subject to the school's Behaviour and Anti-bullying policy.

#### 4. Unacceptable Use (continued)

Pupils will not use mobile phones to harass another person, engage in personal attacks or post private information about another person on social media, via text or email messaging or by the taking or sending of photos and phone calls. If this occurs during the school day the pupil will be subject to the school's Behaviour and Anti-bullying policy.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and will be subject to disciplinary action.

The phone will be confiscated and will not be returned until the matter has been addressed and images deleted.

ESafety incidents involving mobile phones will be recorded in our Esafety log and dealt with in line with our Esafety, Behaviour and Anti Bullying Policies.

#### 5 Theft or damage

Pupils should mark their mobile phone clearly with their names.

Pupils who bring a mobile phone to school should NEVER leave it in their coat/bag to reduce the risk of theft during school hours, mobile phones should be kept in the class safe.

Mobile phones that are found in the school and whose owner cannot be located should be handed to the office.

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

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

Insurance cover for mobile phones is the responsibility of parents.

#### 6. Sanctions

Students who disobey the guidelines set out in this document and the log in slip could face having their phones confiscated by teachers and their parents will be informed. Arrangements would then be made for the parents to collect the phone from the head teacher at a mutually convenient time.

Repeated infringements may result in the withdrawal of the school's consent to allow the pupil to bring their mobile phone to school.

#### 7. Staff Policy

Staff use of mobile phones during their working day should be:

Outside of their contracted hours

Discreet and appropriate eg. not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. School accepts no responsibility for phones that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phones or give out their personal number to pupils or parents.

Staff should never use their mobile phones to photograph a pupil or allow themselves to be photographed by a pupil.

This guidance should be regarded as adhering to safeguarding for both staff and pupils

Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

8. Governors and other regular visitors are expected to adhere to this policy.

This policy will be reviewed in line with the Governor's Policy Review Schedule