



# Bishop Wood Junior School

## Mobile Phone Policy

### Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 27<sup>th</sup> September 2021.

It is due for review on 28<sup>th</sup> September 2024

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors

### **Staff, Governors, Parent Helpers, Student Teachers and Visitors**

The widespread ownership of mobile phones among young people requires that school takes 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.

Staff, Governors, Parent Helpers, Student Teachers and Visitors must read this policy and sign and return the attached agreement.

The following will apply:

- Mobile phones must only be used outside of lessons hours
- Mobile phone use must be discreet and appropriate eg. not in the presence of pupils
- Mobile phones must be switched off and left in a safe place during lesson times.
- School accepts no responsibility for phones that are lost or stolen.
- Staff must never contact pupils or parents from their personal mobile phones or give out their personal number to pupils or parents.
- Staff must 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 Disciplinary Policy and associated procedures.

Governors, Parent Helpers, Student Teachers 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

### **Mobile Phone Permission**

I have read, understood and agree with Bishop Wood's Mobile Phone policy about the appropriate use of mobile phones at school.

I understand that the school does not accept any responsibility for loss, damage or theft to phones brought in to school.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Pupils at Bishop Wood School**

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 slip.

### **1. Outside school hours**

- Mobile phones are not allowed to be taken on school trips and/or extra-curricular activities.

### **2. Responsibility**

- Permission for the pupil to bring a mobile phone to school is dependent upon the parent/guardian signing the permission 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.
- 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 school office.
- The school reserves the right to view the content of any child's mobile phone at any time in respect to issues regarding the safeguarding of children.
- The school may withdraw consent for a pupil to have a mobile phone in school if guidelines are not followed.

### **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.
- 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.
- 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.
- Online safety incidents involving mobile phones will be recorded in our Esafety log and dealt with in line with our Online Safety, 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 could face having their phones confiscated by teachers. Arrangements would then be made for the parents to collect the phone from the school office 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.

### **Mobile Phone – Parent/carers Permission**

I have read, understood and will follow Bishop Wood's Mobile Phone Policy.

I give permission for my child to bring a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is handed in to the class teacher in the morning.

I understand that the school accepts no responsibility for loss, damage or theft of phones brought to school.

**1. To be completed by the parent/carers**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Make and model of phone \_\_\_\_\_

Parent/carers name (please print) \_\_\_\_\_

Parent/carers signature \_\_\_\_\_

Date \_\_\_\_\_

**2. To be completed by a member of the Admin Team:**

Form checked ☐ SIMS updated ☐ Teacher Informed ☐