

# Oakham Primary School

## Mobile Phone Policy



**Approved by Governors on:**

**03/10/2022**

**Signature of Chair of Governors:**

A handwritten signature in black ink, appearing to read "N Skett".

**Lead Personnel:**

**N Skett**

**Date to be reviewed:**

**03/10/2024**

## **Introduction**

This policy outlines the appropriate use of mobile phones on our school site.

## **Rationale**

The staff and Governors of Oakham Primary School recognise that many adults, pupils and their families own a mobile phone. We also recognise that some parents/guardians occasionally request that their child bring a mobile phone to school for before and after school for safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school does not allow the bringing of mobile phones into school by pupils without permission by the Head or Deputy Head Teacher.

The school is prepared to allow mobile phones on the premises within the parameters of the policy as stated below:

## **Aims**

To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy:-

## **Staff**

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on “silent” or “discreet” mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings (including phase, staff and those with external agencies).
- Personal phone calls/texts at other times must not interfere with the staff member’s duties.
- Staff should not use personal devices for photography in school. Only School cameras or devices are to be used.
- There may be exceptional circumstances where a member of staff may be expecting an EMERGENCY call – In these cases, the Head, Deputy or an Assistant Head Teacher/Phase Leader should be notified.
- Staff remain responsible for all of their personal effects whilst at school. When staff enter the school grounds, the school takes no responsibility for replacing lost, stolen or damaged phones.

Furthermore, within the Early Years Setting at our school and to ensure the safety and welfare of our children in our care; personal mobile phones are not permitted within this setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.

Therefore, we will ensure that the setting takes measures including:

1. All mobile phones must be kept in a secure place and should not be accessed throughout contact time with the children.
2. Photographs or images of any children within our care may only be taken following parental consent and only using the school camera/phone and those images should remain within the setting.
3. When on outings, mobile phones may only be used to make or receive phone calls relating directly to ensuring the safety and wellbeing of the children.

## **Pupils**

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often stressful for a primary age child.

- There are no reasons why a pupil needs to have in their possession or use a mobile phone during a typical school day.
- Pupils are advised that if in exceptional circumstances they bring a mobile phone onto the school grounds during the school day, the phone should be handed in to the school office. The phone can be collected at the end of the day. The phone is stored at the owner's risk and school will accept no responsibility for replacing lost, stolen or damaged phones.
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds, the school takes no responsibility for mobile phones.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Mobile phones are not permitted on any offsite visits/sporting activities or overnight residential.

## **Parents/Visitors**

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds unless permitted on special events such as Sports Days/sports events/school productions with SLT's permission.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.
- The school reserves the right to withdraw permission for taking photographs/video clips on mobile devices if this could compromise the safety of a child/children due to specific Child Protection case restrictions.
- All mobile phones should be set to silent as not to disturb the learning environment within our school or whilst meetings are in progress with school staff/external agencies.

## **Sanctions**

In line with our Behaviour Management Policy, pupils who fail to follow these guidelines, the following sanctions will be applied:

- Confiscation of the mobile phone (handed back to pupil or parent at the end of the day).
- Normal classroom sanctions.
- Communication with parents/guardians regarding mobile phone use at school.

## **Inappropriate Use**

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law.

Inappropriate use of mobile phones will include someone using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the School Behaviour Policy for pupil's and the Disciplinary Policy for staff.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

## **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer technologies, iPads, other tablets and similar devices.