

# **Brooklands Primary School**

## **Mobile Phone Policy**

### **(Children)**



**POLICY AGREED 25<sup>TH</sup> April 2017**

## Mobile Phone Policy (Children)

### Aims and Purposes

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

However, we recognise that in Years 5 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 their parents/ carers they will be allowed to use a school phone. If parents need to contact children urgently they should contact 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 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.**

### 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 sports/ swimming).

The phone should be clearly labelled with their name and given to their class teacher. 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 the 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 Management Team (SMT) 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/ carer will be contacted by a member of the SMT. If, for some reason, 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.

**Brooklands Primary School**

**Mobile Phone Policy (Children) - Permission Agreement**

**Parent/ Carer**

1. I have read and understand the Mobile Phone Policy of Brooklands Primary School.
2. I agree to abide by the condition set out in the school policy.
3. I understand that mobile phones must be switched off on school premises.
4. My child will switch their phone off and hand it to their class teacher as soon as she/ he arrive 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 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 Name \_\_\_\_\_

Mobile phone number \_\_\_\_\_