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"Living, Loving & Learning With Thankfulness & Hope"

St John the Baptist Primary School

Mobile Phone Policy for staff, visitors, volunteers and pupils

September 2018

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils

Introduction

St John the Baptist Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, St John the Baptist Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones are placed within a named envelope in the office and locked away. Parents are advised that St John the Baptist Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team. The mobile phone will be stored securely by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be



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returned the next day. If this practice occurs again then the school will confiscate the phone until an appropriate adult collects the phone from the office.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can easily be used to isolate or offend other pupils.

Should parents need to contact pupils during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/Esafety policies. This policy will be monitored and reviewed as required but at least every two years.

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7th September 2018

Dear Parent/Carer

RE: Mobile Phone Policy

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone will be placed in a named envelope and locked securely in the office
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Elaine Merriman

Elaine Merriman
Headteacher

MOBILE PHONE PARENTAL CONSENT

I/We give permission for our child (name)
in Class: to bring their mobile phone into school.

We have read the policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.



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