



# Biddick Primary School Mobile Phone Use Policy

Signed: Wendy Fowler  
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Headteacher  
Chair of Governors

Biddick Primary School accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security but understands that such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

A mobile phone is any device that allows mobile communication.

Examples include:

- Handheld Computers;
- Tablets;
- Personal Data Assistants;
- Smart Phones;
- Smart Watches
- Mobile Telephones;
- Laptop Computers (with mobile cards).

There are a number of issues involving the use of mobile phones in schools by pupils and staff.

Also, there are a number of issues people are concerned with regarding mobile phones.

These include:

- health risks;
- mobile phones and driving;
- personal protection.

### **Use of phones by staff**

Staff are not to use mobile phones during teaching time or in any learning environment. This ensures that there is a reduced risk of any digital images. This includes making and receiving calls, sending/receiving text messages and accessing the Internet from a mobile phone. Mobile phones may only be accessed in offices, staffrooms and in the cloakrooms [ie where children have no access] during staff breaks.

Whenever possible, staff should use a land line to make calls for work related purposes.

If staff are out on trips or courses, they will use their own phones in an emergency to contact school or emergency services.

### **Use of phones by pupils**

There is no reason for children to bring mobile phones to school. We appreciate, however, that there are occasions when it is useful for parents to be able to contact older children directly by mobile telephone: this applies particularly to those pupils who travel to or from school independently (so children in Y5 or Y6); and to pupils who are involved in after-school activities. The school office can deal with any messages needing to be passed on to children. The following rules have been devised with that in mind.

Generally, children should not bring a mobile telephone to school. The school office will assist if they need to make a telephone call home; and the School Administrator is always more than willing to allow children to ring home from the office when that is appropriate.

If a mobile telephone is brought to school by a child, [for emergency travel purposes] the school can

accept no responsibility for loss or damage to the telephone. As with all valuable property, the pupil should hand the telephone to their class teacher to be locked away safely.

If a mobile telephone is brought to school, it must be switched off during the school day. For the purposes of this policy, the school day runs from 8.00 am until 4pm. If parents need to contact pupils during the school day, the School Office telephone number is 0191 415 1510.

If a member of Staff discovers a mobile telephone in use by a child during the day, it will be removed, sent to the school office and may only be recovered by parents in such an eventuality.

### **Use of Phones by visitors working with children**

All visitors (e.g. sports coaches, students, volunteer helpers) hand their phone in at the school office when they arrive and collect it when they leave.

### **Use of phones by parents**

Parents/visitors are advised to switch off mobile phones in the vicinity of school.

No parent/visitor may use a mobile phone to take photographs of children to safeguard the welfare of all children and avoid data protection issues with regard to inappropriate capture, use or distribution of images.

### **Social Media**

Parents, carers, staff, governors, visitors and pupils must all refrain from discussing the school, uploading photographs of/or related to the school on social media websites (including Facebook, Twitter etc.).

### **Extra curricular activities**

During the course of extra curricular activities, it will be decided if mobile phones will be allowed before such activities take place.

Such activities include:

- After school clubs
- Football sessions (particularly out of school hours);
- Derwent Hill;
- Trips/Visits out of school hours (e.g. Carol singing).

### **Camera/Video Phones**

The use of mobile phones as digital cameras is expressly forbidden in school at all time to safeguard the welfare of all children and avoid data protection issues.

Please see "Photography Guidance " policy for further details.

### **Internet Access**

Please see "Acceptable and Responsible Internet Policy" for information relating to mobile internet access.

### **Conclusion**

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following:

Photography Guidance policy

E-safety policy

Child Protection policy

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