



Policy Mobile Phones in School

School Motto:

Dream, believe, achieve together.

Persons with Responsibility

Sara Walker
Governors

Linked Policies

ICT/Computing
E Safety
Acceptable Use
SEN
Equal Opportunities
Anti-Bullying

Date: September 2024

Next Review: September 2026

Mobile Phone and Electronic Equipment

The possession and use of mobile phones and other electronic equipment by children in schools is now very widespread, even in Primary Schools. Westwood Park Primary School is no exception.

This Policy is to inform you of the school's policy on this and to provide you as a parent or carer with some guidance. We hope you find this information and guidance useful. The co-operation of parents and carers is very much appreciated and helps ensure that school rules and policies are followed by their children.

The use of mobile phones and electronic equipment (particularly with the invention of increasingly sophisticated equipment and integrated cameras) presents a number of problems, including:

- Mobile phones and electronic equipment can be valuable items and might be vulnerable to damage, loss or theft.
- Mobile phones and electronic equipment can pose problems in school with regard to discipline and potential bullying and cyber bullying.
- Even when apparently silent, the use of mobile phones for texting purposes could be distracting in terms of classroom discipline.
- Use of the newer phones and games consoles with built - in cameras could lead to child protection and data protection issues with regard to inappropriate photographs or distribution of images.

It is therefore school policy to prohibit the unauthorised use by pupils of mobile phones or other electronic/ communication devices while on our school premises, grounds or on trips or activities.

Westwood Park Primary School discourages and advises all parents to discourage pupils from bringing mobile phones and other electronic equipment to school on the grounds that they are valuable and may be damaged, lost or stolen.

School staff can accept no responsibility for equipment which is lost, damaged or stolen in school whilst in the possession of any pupil.

1. Y6 pupils are allowed to bring their mobile phones to school but **MUST** hand them in at the office first thing in the morning.
2. Parents should be aware that their child has a phone with them.
3. Where a pupil accidentally brings a mobile phone or other electronic device to school, it will be taken to the office for safe keeping until 3pm when it may be collected by the pupil.

4. If a pupil is found by a member of staff to have a mobile phone or other electronic equipment in their possession during school time, the device will be confiscated from the pupil and returned to the parent/carer at the end of the school day.
5. If a pupil is found to be using a mobile phone or other electronic equipment for any purpose, the device will be confiscated from the pupil and returned to the parent/carer at the end of the school day.
6. If photographs/ moving images have been taken on the camera device or phone these will be deleted immediately.
7. The recording, storing and/or transmission of digital images within the school grounds is strictly prohibited.
8. Inappropriate use of mobile phones or other electronic equipment will be regarded as a breach of discipline and will invoke the school's Behaviour Policy and possible police contact. The Head/Deputy or Deputy Safeguarding Officer will be informed of the incident.
9. Even on out of school visits or residential trips, pupils may not carry their mobile telephones or electronic devices.
10. Failure to observe the above rules will result in the immediate confiscation of the mobile telephone by the teacher observing or detecting the breach of this rule.
11. Where a parent/guardian is unable to call at the school to collect the equipment then other arrangements must be made, as the equipment will NOT be returned to the pupil. By phone call, another appropriate adult may be nominated to collect the equipment.
12. Pupils and parents are reminded that in cases of an emergency, the school landline telephone number (0161 789 2598) remains the appropriate point of contact.

STAFF

Staff can have their phones in school (school accepts no responsibility for loss or damage) but must only use them when pupils are not present. They must NEVER use their phones to photograph or record pupils. In exceptional circumstances phones would be used as a means of contact with school on trips and visits etc. If staff need to contact a parent in an emergency on a trip, they must make sure that their personal number is unidentifiable by pressing 141 before dialing.

If you have any comments or suggestions about the content of this policy, we would be happy to discuss them with you. An appointment should be made through the school office.

This policy will be reviewed bi-annually.

