



## Mobile Phone Policy

### 1 Introduction

The policy is designed to ensure that the dangers of inappropriate mobile phone use in the School are minimised and that mobile phones do not disrupt the children's education.

The increasing sophistication of mobile phone technology presents issues for schools, particularly with regard to the children's safety and well-being. The integration of cameras into phones and the accessibility of internet technology, for example, can lead to potential child protection and data protection issues. The high value of modern phones also presents a risk which is not necessary for young children.

We recognise, however, that some children may need mobile phones in Years 6-8 when travelling unaccompanied to and from school. With this in mind, the following policy and procedures have been designed. Our hope is that only a small minority of pupils will need to bring a mobile phone to school.

- 1.1 If you feel that your child needs to bring a mobile phone into school, either on a regular or occasional basis, you must complete and submit to the relevant Head of Department, the 'Mobile Phone' Agreement Form. This will enable the school to have a full and accurate record of pupils who have a mobile device with them in school. Only pupils whose parents have submitted this form are allowed to have a phone in school. The Form is available as an appendix of this policy and from the School Office.
- 1.2 Pupils who bring their mobile phone into school must switch off their phone on arrival. The phone should remain switched off throughout the day and be kept out of sight. If a pupil needs to use the phone whilst on the school site they must seek permission from a member of staff and be supervised whilst using the phone. Alternatively, if a child needs to contact their parents, they may use the telephone in the School Office. Such calls, however, should only be made in an emergency.
- 1.3 If, at the end of the day, a pupil needs to contact their parent using a mobile phone to discuss collection, they should do so close to any of the main school exit gates, inside the school grounds, but not in the main body of the school.
- 1.4 As usual, if a parent wants to contact their child or pass on a message to them during the school day, they should contact the School Office and not their child's mobile device.
- 1.5 Parents who need to contact their child after the school office has closed should contact a member of the Late Stay team (see Parent Handbook for number)
- 1.6 Pupils who use a mobile or other device on school premises without permission or in the main body of the school grounds will be required to hand over their phone to a member of staff and additional action may be taken. This will also apply if a member



of staff has any suspicion that a mobile phone contains unsuitable material, pupils have taken photographs on the site or used phones for any form of bullying. In such instances the pupil may be banned from bringing a mobile device into school. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, then appropriate action will be taken.

- 1.7 Pupils remain responsible for their own property and will bear the responsibility of any losses should they choose to bring mobile phone to school.

### **3 Trips**

- 3.1 On day trips or away sports fixtures, pupils should hand over their phone to the supervising member of staff (parents will be kept informed of travel delays via School post or text).
- 3.2 In the case of residential trips in the UK or overseas, phones may be allowed; this will be reviewed on a trip by trip basis.