



Mobile Phone, Smart Watches, Fitness Trackers & Electronic Devices

Aims

At Moss Park Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

Objectives

- To clarify the school position in relation to mobile phones, smart watches, devices and cameras
- To ensure that mobile phones, smart watches, devices and cameras are only brought onto school premises with the permission of the headteacher
- To keep children safe and to guard the privacy of pupils and staff especially when mobile phones & devices have the capacity to take photographs and record video
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
- To ensure that on school premises pupils and staff have only safe access to the internet
- To ensure that education is free from interruption and disruption caused by mobile phones

Scope

This policy applies to all individuals who have access to personal mobile phones and/or devices on site. This includes staff, volunteers, governors, children, parents and carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documents:

- Safeguarding Policy
- Online safety policy
- Acceptable Use of the Internet policy and declaration form
- Child Protection Policy
- Code of Conduct (staff)

Pupils

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone, device or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by pupils.

- Pupils will not be allowed to have **mobile phones, smart watches or other devices** on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the Headteacher
- Parents must apply to the headteacher for permission for mobile phones, devices, smart watches and cameras to be brought onto school premises by their child
- Parents seeking such permission are asked to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to

websites that are unsuitable for children

- Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person
- Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off and hand it in to the office on arrival and seek its return at the end of the school day
- Fitness and activity trackers are permissible for pupils providing they have no mobile or internet connectivity and/or capabilities such as those documented above. A fitness tracker that can make calls, message, take or display pictures, is deemed as creating a distraction or provides any information beyond fitness and activity data will be confiscated and parents will be required to visit the school to have the device returned to them in person.

Volunteers, Visitors, Parents and Carers

- All home/school communication during the school day must be done through the school telephone system
- On arrival, **all visitors** (including parents, carers, family members, governors and contractors) will be informed of our expectations around the use of mobile phones/devices
- Visitors should have phones off or on silent away from view when in the vicinity of pupils
- Visitors should have smart watches on airplane mode when in the vicinity of pupils
- Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Headteacher's permission
- Where parents and carers are accompanying pupils on school trips, they should not use their phones or devices to take calls, take photographs of children or access social networking
- Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate

Staff and Governors

- Staff should have phones off or on silent away from view when in the vicinity of pupils
- Staff should have smart watches on airplane mode when in the vicinity of pupils
- Staff are not permitted to use mobile phones or devices during teaching time, assemblies, on playground duty or while supervising children – with the exception of trips and visits where their use is permitted to facilitate the health and safety of the members of the party
- If photographs of pupils are required for display or curriculum evidence these may only be taken on a school camera
- Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable
- In cases of an exceptional circumstance (e.g. domestic emergency/acutely sick relative), staff must seek permission from a member of the Senior Management Team
- Staff should report any usage of mobile devices that causes them concern to the Headteacher

Outcomes:

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

Adopted by the Governing Body:

Review Date:

Signed (Chair):

Mobile Phone Policy - Permission Agreement:



Parent / Guardian

1. I have read and understand the Mobile Phone, Smart Watches and Devices Policy of Moss Park Primary School
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity location.
4. My child will switch the phone or device off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone or device once it has been handed in to the office 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 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 that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that 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 Name (print) _____

Parent Signature: _____

Date: _____

Pupil's Name (print) _____

Pupil's Mobile Phone Number _____

Date: _____