

WDF Mobile Phone Guidance.

Rationale:

At Lady Modiford's and Meavy Primary Academies, the welfare and well-being of our pupils is paramount. This has been drawn up to provide clear guidance on the use of mobile phones in school by both staff and pupils.

This guidance supports the Health & Safety, Anti bullying, Safeguarding, Equality, Whistleblowing and ESafety policies.

Camera mobile phones are now the norm 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. This guidance helps protect our school community.

Pupils:

We fully acknowledge a parent/ carer's rights to allow a child to bring a mobile phone to school if they walk to and front school without adult supervision, However we discourage pupils from bringing mobile phones to school due to potential issues. 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.

When a child needs to bring a phone into school, a permission slip must be signed by parent/ carer and the phone must be left in the school office before the start of the day and collected after the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents/ carers are advised that we accept no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day along with a letter requesting a permission slip be returned the next day. The Academy may also phone the parent/carers.

If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken in line with the Academy's behaviour policy. If images of other pupils or teachers 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.

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Pupils should not take a mobile phone on a school trip unless there are exceptional circumstances agreed by the academy in advance. Where a phone is taken, it needs to remain the responsibility of the child and kept in a bag or pocket and switched off.

We ask that parents/ carers should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents/ carers need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Staff/Students/Work Experience/Volunteers

- Staff use of mobile phones during the working day should be outside of contracted hours, discreet, away from the classroom and appropriate. If there is an emergency, SLT will be notified and arrangements made for the teacher to leave the class when possible.
- Staff can use their mobile phones at break/lunchtimes in an appropriate space. If used in the staffroom, it must be remembered that this is an area for all staff so please be aware and respect of other people's space.
- Staff must keep personal mobile phones securely when on site and should carry them in bags or pockets whilst entering or leaving the premises. The school cannot take responsibility for items that are lost or stolen. They should be switched off.
- Staff may share personal mobile numbers with other staff.
- It is highly recommended that staff consider carefully before sharing personal mobile numbers with parents. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.
- They must not be used to contact pupils.
- Staff must not phone, take photos or text pupils using personal mobile phones
- Staff must not use mobile phones whilst entering or leaving the premises during academy hours.
- Mobile phones may be required for safety reasons in off-site activities; an academy mobile phone may be provided for contact with the academy. Staff may be required to use personal mobile phones in an emergency situation if off site. They are primarily taken as the risk to safety outweighs e-safety concerns and should only be used to contact the academy, staff or emergency services.
- In the event of an unplanned school closure (i.e. snow closure, heating failure or other emergency) a text message may be sent to families, using the school mobile phones or a personal mobile. We respectfully ask parents/carers to delete the number in these cases.

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Parents and other visitors:

We recognise that mobile phones are an essential and useful part of everyday life, but we ask parents to be mindful in their use, by ensuring that phones are switched off when visiting the academy. This respects yours and others' privacy by avoiding making calls when on the school site.

The exception to this ruling is that phones are switched to silent during school performances where mobile phones have been authorised to take pictures in line with this and other policies.

Whilst we have no objection to parents taking photos or videos of school performances and events with their phones, images taken which include other children, must not be posted or shared on social media sites, or reproduced without permission from the parents involved.

On school trips, parents and volunteers are included as 'staff'. We ask them to abide by the same rules as our staff would be. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children and should keep them on silent to be used appropriately.

Contractors:

As the vast majority of contractors will have had visits arranged through the Diocese, MAT or TDA, the academies recognize that they may need to carry phones on site, switched on to maintain contact with their base and to take pictures of the area they are surveying/working on. We accept that contractors can use their phones but in the presence of a member of staff. Contractors must be bound by the other rules of the guidance.

Inappropriate use of mobile phones will include using them to bully, intimidate or otherwise harass others through any SMS or text message, photographic, video or other data transfer system available on the phone. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police. We very much appreciate the support of staff, parents and pupils in implementing this guidance in order to keep everyone in our community safe.

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Mobile Phone Parental Consent Form

Dear Parent/ Carer,

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

Your child needs to bring their phone to the academy office first thing in the morning before 8.40am. They should be collected after 3pm.

Your child's phone should be appropriately marked so that they can recognise it. The school bears no responsibility for the loss or damage to a mobile phone.

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 for your understanding

G Hamilton

WDF MOBILE PHONE PARENTAL CONSENT

I/ we give permission for our child..... in Y..... to bring their mobile phone into school.

We have read the policy and understood its implications

Signed Date

Please return permission slip to the school office,