

Berridge Primary & Nursery School



Mobile Phone Policy

Last reviewed by Governors
Spring 2024



This policy outlines the appropriate use of mobile phones on our school site.

Where the policy refers to mobile phones this also includes smart devices such as smartwatches which can receive messages, calls, access the internet and take photos.

Rationale

The Staff and Governors of Berridge Primary & Nursery School recognise that many students and their families own a mobile phone.. We recognise, in exceptional circumstances, that parents may wish their child to have a mobile phone .

However, for all children to be able to succeed in lessons, teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

For all children to be safe when using digital devices, whether at home or at school, please remember that mobiles phones provide easy access to the internet, which is full of engaging social, academic and leisure opportunities, but it is not a safe environment.

Safeguarding pupils from potential harmful and inappropriate material has been a key priority in schools for many years, the Keeping Children Safe in Education 2023 document provided updated guidance and recommendations regarding online filtering and monitoring software. Our filtering and monitoring system has been upgraded in-line with the current recommendations, to ensure that pupils are safe when working online using school devices.

Personal mobile phones are not covered by the system. It is important that we work together to keep your children safe. We strongly recommend that you enable strict parental controls on your child's phone, and talk to your child about how to stay safe online. This website has good advice: <https://www.nspcc.org.uk/keeping-children-safe/online-safety>

Aims of the policy

- To inform all members of our school community about the appropriate use of mobile phones and smart devices (including smart watches) at our school.
- To outline the procedures and processes of this policy.

Staff

During teaching time, while on playground duty and during meetings, mobile phones and smart watches will be switched off or put on 'silent' or 'discreet' mode during teaching time and kept in lockers or locked desk drawers or cupboards.

Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings. Calls can be taken by the school office, who will alert you immediately in the case of a family emergency. Staff would normally discuss any urgent issues with senior staff who will review arrangements.

Staff should not use personal devices for photography in school. School cameras, or devices are to be used.

Pupils

Mobile phones should not be brought to school. Mobile phones and other digital devices may only be brought into school by pupils, with written permission from their parents and carers if there are specific reasons or circumstances. (Appendix 1)

Parents and carers are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Your child does not need access to a mobile phone during the school day.



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If pupils, in exceptional circumstances, bring a mobile phone onto the school grounds during the school day, the phone should be handed in at the office, the phone should be labelled with the child's name on it or placed in a clear plastic bag with their name on it.

The phone can be collected from the office at the end of the school day.

The phone is brought to school at the owner's risk and school will accept no responsibility for replacing lost, stolen or damaged phones

Pupils will not be allowed to use mobile phones on school site at any time, including when collecting siblings from the Bobbers Mill site.

Pupils must sign, agree and follow the rules outlined in the Mobile Phone Acceptable Use Agreement (Appendix 2)

Parents

Due to data protection guidelines and safeguarding procedures, parents and visitors are not permitted to take any photos, videos or images within school without the permission of school.

This includes taking images of staff members without their consent.

At sporting events or other special events such as Christmas plays and concerts, parents are reminded not to take photos or videos of any child other than their own and not to share photos with others or on any social media platform.

Failure to follow these guidelines may result in parents being asked to turn off their devices while on school premises.

Sanctions

For pupils who fail to follow these guidelines, the following sanctions will be applied:

1. Immediate confiscation of the mobile phone or device (handed back to parent at the end of the day).
2. Communication with parents/guardians regarding mobile phone or device use at school.

In cases where a pupil fails to follow these guidelines on more than one occasion permission will be withdrawn and they will no longer be able to bring a mobile phone onto the school grounds.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- threatens or is likely to threaten the safety or well-being of any person;
- is in breach of any law.
- access inappropriate materials not suitable for a school environment
- Takes images / videos of others without their consent

Inappropriate use of mobile phones will include students;

- making calls
- sending/receiving SMS or text messages
- using or uploading messages/images/videos to social media
- taking photos or video
- accessing the internet
- using technology to:
 1. bully, intimidate or otherwise harass other people
 2. harass their peers in relation to the protected characteristics
 3. share indecent images consensually and non-consensually (often via large chat groups)
 4. view and share other harmful or inappropriate content



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This type of misuse will be dealt with under the Behaviour Policy and Online Safety and Safeguarding Policy.



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, if a criminal offence has occurred.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, ipads, tablets, smart watches and similar devices.

Exemptions - Exemptions of this policy can only be approved by the Head Teacher and then only in exceptional circumstances.



Appendix 1 :

Permission form allowing a pupil to bring their phone to school.

Family Details	
Pupil name	
Class	
Parent/Carers name	

Please allow my child, named above, to bring their mobile phone to school because my child:

Please tick in the relevant box below

- ☒ Travel to and from school alone
- ☐ Is a young carer
- ☐ Other, please specify

Pupils who bring a mobile phone to school must abide by Berridge Primary School's Mobile Phone Policy and follow the Acceptable Use Agreement. (attached)

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, or while pupils are travelling to and from school.

The school reserves the right to revoke permission if pupils do not abide by the policy.

Parent Signature : Date:

To be completed by a member of staff

Child's Name: Class:

Having considered your request carefully, I have decided that the mobile phone:

Can be brought into school and left in School Office. []

May not be brought into school. []

.....

Signed: Date:



Appendix 2:

Mobile Phone Acceptable Use Agreement for Pupils

You must follow the rules below if you have permission to bring your mobile phone to school:

1. Your phone should be left in the office as soon as you arrive at school.
2. If you forget to hand in your phone you must return your phone to office as soon as you realise your error.

Failure to hand in your phone may result in permission being withdrawn and you being no longer able to bring a phone to school.

3. You may not use your phone, for any reason, while you are on school premises.
4. Your phone must be turned off at all times while on school premises.
5. Your phone can be collected from the office at the end of the school day- you should not return to the building after collecting your phone.

Pupil Signature : Date: