



OVERVIEW

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 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. This policy should be read in conjunction with the E-SAFETY AND SAFE INTERNET USAGE POLICY; ACCEPTABLE USE OF ICT AND THE INTERNET; ANTI BULLYING POLICY; SAFE USE OF SOCIAL MEDIA POLICY; SAFEGUARDING AND CHILD PROTECTION POLICY and TEACHERS' STANDARDS 2012.

OBJECTIVES

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

STRATEGIES

1. Pupils will not be allowed to have mobile phones 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.
2. Parents must apply to the headteacher for permission for mobile phones and cameras to be brought onto school premises or to be taken on any school activity or visit. The mobile phone will be stored in the main office.
3. Parents seeking such permission with 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.
4. 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.
5. 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 without the headteacher's permission.
6. 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.
7. If any pupil has a need to contact its parents by telephone during the school day it must be done through the normal channels using the school telephone system.
8. If any parent needs to contact their child during the school day it must be done through the school telephone system. Children will not be allowed to film during discos and on residential visits unless

supervised by an adult.

9. During residential visits staff will store mobile phones for children overnight.

10. Where permission has been given for a mobile phone or camera to be brought onto school premises the phone must be clearly labeled with the pupil's name.

11. Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the Internet unless the headteacher has given permission.

12. 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

Staff must have their phones stored in stock cupboards or the front office during the school day.

Phones must be kept out of sight when staff members are with children.

Staff may not make or receive calls during teaching time.

Use of phones must be limited to before 8:45am, after 3:30pm or during staff lunch breaks when no children are present.

Calls/ texts must be made/ received during non-contact time during the school day.

Phones will never be used to take photographs of children or to store their personal data.

A staff mobile phone will be carried to the school field, church, sporting fixtures away from school or on an educational visit for contacting school/parents in the event of an emergency.

Only school cameras/ ipads etc. are to be used for taking photographs/ videos of pupils.

Parental permission is sought for the publication of photographs. Photographs on Twitter do not show faces clearly.

Parents/Carers and other Visitors

We request that parents and visitors do not use mobile phones in the school building.

Mobile phones must never be used to take photographs in the school building or grounds. Mobile phones/cameras may be used to photograph school events with the permission of the headteacher.

Photos of other people's children at school events must not be uploaded onto social media without the permission of parents/carers.

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 are not interrupted by mobile telephones.

Mobile Phone Policy - Permission Agreement:

Parent / Guardian

1. I have read and understand the Phones Policy of Laughton 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.
4. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in 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) _____

Mobile Phone Number _____

Date: _____