



*Let all that you do be done in love.*

**1Corinthians 16:14**

## **Mobile Phone Policy for Staff, Visitors and Pupils**

Policy Date: June 2018

Reviewed: September 21, Sept 23, Sept 25

Next review: Sept 27

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

### **Introduction**

Gonerby Hill Foot School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

### **Camera Mobile Phones**

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 and/or teachers.

### **Staff Policy**

Staff use of mobile phones during their working day should be:

- Outside their contracted hours

- Discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone number or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, they should use the school telephone in the office.

Staff are able to access the 'Dojo' app from their mobile phones which allows communication with parents but this must be done within the expectations above.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. The only exception to this is that teachers may use their mobile phone to take photos to post on ClassDojo during a school visit. This is permitted as it will enable parents to see how the visit is progressing and would not be possible using school devices which do not have internet access outside of school. Photos should be deleted from teachers' devices and cloud based storage immediately on return from the visit.

#### Smart watches

Staff wearing smart watches must ensure that settings are set to ensure photographs cannot be taken and verbal communication cannot be sent or received. Settings should be such that the watch is not acting like a mobile phone when being worn in the classroom.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

#### **Parent, Visitor or Volunteers in School Policy**

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports Day or Christmas Fair and only if the photographs are of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. Parents accompanying children on school trips should not use their mobile phone to take pictures of children. If parents are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or iPad.

#### **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Gonerby Hill Foot School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be given to school office at the start of the day before entering the premises and collected at the end of the day. Phones must not be used on to the school grounds under any circumstances. Phones should be clearly marked with the child's name and switched off

before entering the premises. Parents are advised that Gonerby Hill Foot School accepts no liability for the loss or damage to mobile phones which are brought into school or the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the office team. The office staff will then contact the parent and send a permission slip home with the child at the end of the day requesting that the completed form is returned the following morning. If this practice occurs more than three times, then school will confiscate the phone until an appropriate adult collects the phone from a senior member of staff.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our 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 member of staff. (Please see more guidance on sexting in our Child Protection Policy).

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.

To avoid any confusion, please note that pupils are not permitted to take their mobile phone on school visits. Staff will take photographs during the visit and make available on ClassDojo and the website gallery so pupils may have a memento of their visit.

Pupils are not permitted to wear smart watches in school.

We ask that parents should talk to their children about the appropriate use of messages and social media as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual procedure of contact the school office via telephone 01476 565800, or email [enquiries@gonerbyhillfoot.lincs.sch.uk](mailto:enquiries@gonerbyhillfoot.lincs.sch.uk)

This policy supports the Health & Safety, Anti Bullying, Child Protection, Safeguarding, Acceptable Use and eSafety policies. This policy will be monitored and reviewed as required but at least every two years.

## Mobile Phone Parental Consent Form

Dear parent/carer

In accordance with our mobile phone policy, if your child is bringing a mobile phone to school, please sign the form below to give your permission for your child to do this. Please also make sure your child is fully aware of our school policy which is available via

<https://www.gonerbyhillfoot.co.uk/page/?title=Key+Policies+%26amp%3B+Documents&pid=22>

- Your child needs to switch off their phone and give it to the school office first thing in the morning on entry to their classroom.
- At the end of the day, your child should collect their phone from the school office. The phone must not be used within the school grounds.
- Your child's phone should be clearly marked with their name
- Your child's phone must not be taken on any school visit or trip.
- If your child is 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 their phone into school
- The school bears no responsibility for the loss or damage to a mobile phone.

Our E-Safety Policy, our Acceptable Use Policy and our Safe Use of Children's Photographs Policy, all cover the use of the internet and mobile phones in school and these can be viewed on our website.

We also have lots of information about e-safety [www.gonerbyhillfoot.co.uk/esafety](http://www.gonerbyhillfoot.co.uk/esafety).

If you have any queries or need any advice, please do not hesitate to contact us.

Thank you for your support in safeguarding our pupils.

Mrs Jayne Watson

---

### Mobile Phone Parental Consent

I give permission for my child..... Class.....  
to bring their mobile phone to school.

I have read the school's Mobile Phone Policy and fully understand its implications.

Signed..... Date.....