



The Greville Primary School Mobile Devices Policy

Purpose

- The Greville has established this Policy for mobile phones that provides pupils and parents/carers guidelines and instructions for the appropriate use of mobile phones during school hours.
- Pupils and parents/carers must read and understand the Policy as a condition upon which permission is given to bring mobile phones to school. The Policy for mobile phones also applies to pupils during school excursions, residential trips and extra-curricular activities both on and off the school site.

Rationale

- The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely.

Personal Safety and Security

- The Greville accepts that parents/carers may give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone.
- It is acknowledged that providing a child with a mobile phone gives parents/carers reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

- It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this policy. The decision to provide a mobile phone to their children should be made by parents/carers. It is incumbent upon parents to understand the capabilities of the phone and the potential misuse of those capabilities.
- Parents/carers should be aware if their child takes a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/carers are reminded that in cases of emergency, the school office remains ***the first and appropriate point of contact***. and can ensure your child is reached quickly and assisted in any relevant way. Passing messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

Acceptable Uses

- Pupils in Year 5 and 6 should mark their mobile phone clearly with their full name and class.
- All children's mobile phones and personally-owned devices **must be switched off and handed in to the class teacher or school office** if they are brought into school.
- Mobile phones should not be used on the school site.
- Pupils should protect their phone numbers by giving them only to close friends and family.
- If asked to do so, pupils will show the content requested or hand their phone to a teacher or other designated adult, such as the police.

Theft or damage

- The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.
- When a mobile phone is found on the school premises and the owner cannot be located, it should be handed into the front office reception.
- It is strongly advised that pupils use passwords and/or pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential.

Inappropriate conduct

- Using mobile phones to bully, intimidate or threaten pupils or staff is unacceptable. Cyberbullying will not be tolerated. In some cases, it could constitute criminal behaviour.
- Mobile phones must not be used to take videos and pictures of acts to denigrate or humiliate others. This also includes using mobile phones to photograph or film any pupil or member of staff without their consent.

Sanctions

- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher can intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.
- If the incident involves pupils under the age of 13 or is deemed illegal or inappropriate then the school has a duty to inform the Local Area Designated Officer for safeguarding (LADO) and may refer the incident to the police.



AGREEMENT FOR STORAGE OF A MOBILE PHONE IN SCHOOL

Name of pupil: _____ Class: _____

I accept and understand the guidance in this policy and the following conditions:

- The phone must be clearly labelled with the child's name and class
- The phone should be handed in to the class teacher on entering the classroom or into the office if arriving later into school (the phone is left at the owner's own risk)
- The phone should be collected from the class teacher at the end of the school day.
- On collection, pupils are not permitted to use or operate the phones until off the school premises
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.

Name of parent/carer: _____

Signature: _____

Date: _____

Signed (pupil) _____ date: _____

Print name: _____ class: _____