



# Wombridge Primary School

## Mobile Telephone / Device Policy

**Approved by governing body: October 2023**

**Review date:** October 2025

## **Introduction**

At Wombridge Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and tablets in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

## **Guidance for the use of Mobile Phones and Tablets**

### **Pupils**

- Pupils at Wombridge Primary School are not permitted to bring mobile phones or tablets into school, or take them on school trips, unless there are exceptional circumstances which have been previously agreed by the Head teacher or DSL.
- Parents wishing to contact their child in cases of emergency can do so through the school office (01952 388040).
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Head teacher
  - the phone must be handed in, switched off, first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk)
  - mobile phones and tablets brought to school without permission will be confiscated.

### **Staff**

- Staff must have their phones or tablets on 'silent' or switched off during class time.
- Mobile phones must NOT be used on playground duty
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g., acutely sick relative), the member of staff will have made the Head teacher aware of this and can have their phone on in case of having to receive an emergency call.
- Use of phones or tablets must be limited to non-contact time when no children are present.
- Phones and tablets must be kept out of sight (e.g., drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made / received in private during non-contact time.
- Phones or tablets will never be used to take photographs of children or to store their personal data
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

## **Parents and other Visitors**

- We request that parents and visitors do not use mobile phones or tablets in the school building or grounds.
- Mobile phones or tablets must never be used to take photographs in the school building or grounds.

## **Sanctions**

For those pupils who fail to follow the above guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to the parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

## **Inappropriate Use**

Generally, a mobile phone will be deemed to 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; or is in breach of any law
- distracts from the performance of duties

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people 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.

## **Related Technology**

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

## **Exemptions**

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