



Ysgol Y Bryn

Mobile Phone Policy

Approved by Full Governing Body: 25.10.23

Date/s reviewed annually: Autumn Term

Signed:

Mrs. R. Dawson Acting Headteacher Date: 25.10.23

Mr. G. Jones Chair of Governors Date: 25.10.23

Introduction

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

All mobile phones and some smart watches have the facility to take photographs and videos. This policy sets out the acceptable use of mobile phones and smart watches by staff, pupils and visitors when on school site and what is deemed acceptable in safeguarding all.

There is a potential for mobile phones and smart watches to be misused in schools. Photographs, videos and messages can be sent instantly to other mobile phone users or email addresses and can also be posted on the internet and social media. They can become a device of bullying or harassment which can be directed against pupils or/and teachers.

Staff and mobile phones

Use of mobile phones and smart watches during their working day should be:

- During breaktimes and lunchtimes only
- When expecting an emergency call – Doctor, Dentist, child’s school etc – Class teacher to be informed
- Discreet and appropriate eg: not in the presence of pupils
- Smart watches can be work by staff, but can only be used during breaktimes and lunchtimes

Mobile phones should be 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 or give their mobile phone number to pupils or parents.

If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.

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

Staff should inform the Headteacher if a parent or pupil attempts to contact them.

Staff should never take photos/videos of children on their mobile phones. School devices should be used only.

Parent and visitors in school - mobile phones and smart watches

Adults either in school or accompanying children on school trips should not use their smart watches, cameras or mobile phone cameras to take pictures of pupils unless it is at a public event

such as Christmas Concerts, Sports Day or fundraising days and of their own children. During these such events, the Headteacher/SLT will always remind parents/carers to use devices safely and for only recording their own child. In the event that any photos/videos are shared on social media platforms and depict children other than their own, the Headteacher/SLT will contact the parent/carer and ask for this to be removed.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room.

Pupils - mobile phones and smart watches

Pupils are not permitted to wear a Smart watch. Parents will be contacted, the child will be asked to remove the watch for staff to put in a safe and secure place. The watch would be returned to the child at the end of the day.

When a child needs to bring a phone into school, a permission slip must be signed by the parent and the phone must be handed to a member of staff at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Parents are advised that Ysgol Y Bryn accepts no liability for the loss or damage to mobile phones which are brought into school or 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, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher. 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 Positive Behaviour policy.

If images of other pupils or teacher 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 teacher. • 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. • We ask that parents should talk to their children about the appropriate use of text messages 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 school procedure of contacting the school office via phone or email. • The policy

supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E safety 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 the schools' Mobile Phone Policy, please complete the below agreement if your child brings a mobile phone to school on a regular basis.

- Your child will hand their mobile phone to a member of staff first thing in the morning on arrival to school.
- If your child attends Breakfast Club, they will need to hand their mobile phone to a member of staff on entering the main entrance
- The school cannot accept any responsibility for the loss or damage to a mobile phone
- Your child's mobile phone will be clearly marked so that they recognise it
- Should your child be found 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.

Name of pupil.....

Year group.....

I give permission for my child to bring their mobile phone into school. I understand that the school cannot accept any responsibility for the loss or damage to a mobile phone.

Signed

Full name of parent/carers.....

Date.....

