

**MARLBOROUGH PRIMARY SCHOOL  
MOBILE PHONE AND HAND-HELD DEVICES  
POLICY FOR STAFF AND CHILDREN  
SEPTEMBER 2018**



**MARLBOROUGH  
PRIMARY  
SCHOOL**

Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
September 2018	D. Byron	N/A	March 2018	September 2020

**Article 28:** Children have a right to a good quality education

**Article 29:** Children have the right to an education which develops their interests, talents and abilities

**Rights Respecting Schools**

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Use of Mobile Phone Parental Permission (Years 5 and 6 Only)	Name D.O.B. Parent details End of Day Collection Information	Well-Being and Safety of children  Communication and reporting to parents	All staff where appropriate	Paper Copy of Permission Slip is scanned and stored electronically within SIMs  Backed up daily	Held on File Throughout Child’s Time at School and archived thereafter.

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



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**1. INTRODUCTION**

- 1.1. As mobile phones have increased in sophistication, with the functionality being parallel to that of school-based desktop and laptop computers, more care has to be taken with the usage of mobile smart type devices within school. In particular, the ability for most mobile phones to connect to the internet, via the mobile phone provider, means that pupils are now able to access, download and upload content on school premises without using the school ICT network and the associated safeguards it has in place. In addition, it is increasingly common for mobile phones and other handheld devices (such as portable music players and portable gaming devices) to be able to connect to any open wireless access points from neighbouring buildings.
- 1.2. These types of devices, if usage is not managed appropriately, pose serious challenges for schools who are trying to safeguard pupil use of the internet within and outside of school. However, as with most new technologies, used in a positive way they can provide new and exciting ways to promote learning and teaching within lessons.

**2. STAFF USE OF PERSONAL DEVICE**

- 2.1. Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity. ***See point 2.6 and 2.7 below***
- 2.2. Staff will be issued with a school phone or must use the land line where contact with pupils, parents or carers is required when not on school premises
- 2.3. Mobile phones and personally-owned devices will be switched off and Bluetooth communication will be 'hidden' or switched off and mobile phones or devices **will not** be used in the classroom, playground or any part of the school when children are in areas.
- 2.4. In an extreme emergency, for example the serious illness of a relative where a member of staff might need to be contacted during teaching periods, they should discuss the circumstances with a member of the senior leadership team and only take the call if they have been given prior permission.
- 2.5. Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and must only use work provided equipment for this purpose.

***2.6. If a member of staff breaches the school's policy then disciplinary action will be taken.***

- 2.7. Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, then where possible a school mobile phone will be provided and used. On trips where there is no school mobile phone, staff should contact a senior leader who will in turn contact parents.
- 2.8. When staff need to liaise with each other on trips and they are prepared to share their number with other staff members, they should exchange numbers prior to the trip. Staff should not share their personal

numbers with parents or children. If parents or children get lost, they should ring the school number and a member of the administration team will contact the trip leader.

### **3. PARENTS, CARERS AND OTHER SITE USERS USE OF PERSONAL DEVICE**

3.1. Parents will not be allowed to use their mobile phones in the school building.

3.2. Parents will not be able to use their phones to photograph children during sports days, concerts or assemblies

3.3. Parental permission for the school to take and use images of the children for publication and in order to communicate children's learning journeys and achievements will be sought annually.

### **4. PUPIL USE OF PERSONAL DEVICES**

4.1. No child will be able to bring a phone into school, unless they are in Years 5 or 6, walk to and / or from home alone and abide by the school's behaviour policy, acceptable use for mobile phones agreement and rights respecting practice.

4.2. Before bringing their phone in, parents or carers must sign the school's permission letter and acceptable use policy for mobile phones.

4.3. Phones will be switched off and handed to the class teacher on arrival. The teacher in charge will put the phone in a lockable draw in the teacher's desk. If a lockable draw is not present in the class, then the adult in charge will ensure that all mobile phones are secured in the main school office.

4.4. Mobile phones will be returned to children at the end of the school day.

4.5. All other personal devices will be banned from the site.

4.6. Where a child is found to be in breach of the school's procedures and policies, mobile phones will be confiscated. Parents will then be expected to meet with a member of the senior leadership team and / or designated safeguarding team to discuss the incident before retrieving their child's mobile phone.

4.7. Any inappropriate use of mobile phones within or outside of school which are defamatory in nature or infringe upon the safety of other children or adults within the school community will result in automatic removal of the right to bring a mobile phone into school. Further action could also be taken aligned to the school's behaviour management system.



## **ACCEPTABLE USE POLICY FOR MOBILE PHONES – YEARS 5 AND 6 PUPILS ONLY**

This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones are clearly identified and addressed, ensuring the benefits that mobile phones provide, such as increased safety, can continue to be enjoyed by our children.

Children, their parents or carers must read and understand the Acceptable Use Policy before they are given permission to bring mobile phones to school.

### **1. RESPONSIBILITY**

It is the responsibility of children who bring mobile phones to school to abide by the guidelines outlined below:

- **No child will be able to bring a phone into school, unless they are in Years 5 or 6 AND parents have provided permission for their children to walk to and / or from home alone.**
- Before bringing their phone in, parents or carers must sign the school's acceptable use policy.
- Phones will be handed to the class teacher on arrival. The teacher in charge will put the phone in a lockable draw in the teacher's desk.
- Phones will be returned at the end of the school day.
- All other personal devices are banned from the site.
- Phones must not be used during breakfast club or during any after school clubs.
- MP3 players or any other similar item are not permitted in school.

The decision to provide a mobile phone should be made by parents or carers. To reduce the risk of theft children are encouraged to only bring into school a cheap, basic phone as this reduces the attractiveness of the phone to other people who may see it on the way to and from school and may be tempted to steal it.

Parents or staff may remove the privilege of bringing a mobile phone to school if abused.

***Please refer to the Mobile Phone and Hand-Held Devices Policy for Staff and Children, September 2018***

### **2. ACCEPTABLE USES**

Mobile phones should be switched-off upon arrival and handed to the teacher in charge. The teacher in charge will place the mobile phone in a lockable draw in the teacher's desk or send them down to the main school office.

Mobile phones must not be used during breakfast club or during any after school clubs.

All collected mobile phones will be locked away until the end of the day.

At the end of the school day, mobile phones will be returned to the pupils who should not switch the phone on until they have left schools grounds.

***Please refer to the Mobile Phone and Hand-Held Devices Policy for Staff and Children, September 2018***

The school premises is not the place for pupils to be exchanging phone numbers, accessing the internet, sending messages or making calls to friends.

### **3. UNACCEPTABLE USES**

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies. Mobile phones are only to be used for texting/phoning parents or carers outside of the school day and only when dismissed from the school's care.

Using mobile phones to bully and threaten other pupils is unacceptable and will not be tolerated.

It is forbidden for children to "gang up" on another child and use their mobile phones to take videos and pictures of acts to humiliate that person and then send the pictures to other children or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any child without their consent.

Mobile phones are not to be used in any part of the school grounds, including the playground, or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow children, parents, staff or visitors to the school.

MP3 players or any other similar item are not permitted in school.

### **4. THEFT OR DAMAGE**

Pupils should mark their mobile phone clearly with their name.

Mobile phones that are found in the school and whose owner cannot be located should be handed in at office.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for children who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that children use passwords/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.

### **5. INAPPROPRIATE CONDUCT**

Any child who uses vulgar, derogatory, or obscene language while using a mobile phone in or outside of school, will face disciplinary action aligned with the school's behaviour management system as sanctioned by the Headteacher.

Any inappropriate use of mobile phones within or outside of school, which are defamatory in nature or breach of the school's procedures and policies for safeguarding children or adults within the school community, will result in automatic removal of the right to bring a mobile phone into school. Further action will also be taken, in line with the school's behaviour management system.



**Dear Pupil and Parent / Carer,**

**Years 5 and 6 Mobile Phones: Parent and Carers Permission**

I have read and understand Marlborough Primary School's 'Acceptable Use Policy for Mobile Phones and Handheld Devices'. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise e.g. if lost, or if the phone is being used inappropriately.

I give my child permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately when outside of the school grounds and correctly while under the school's supervision, as outlined in this document.

Parent / Carer Name (print) .....

Parent / Carer Signature .....

Child's Name (print) .....

Child's Class .....

Date .....

