

## Crawley Ridge Junior School



### MOBILE PHONE POLICY

#### Aim

Mobile phone technology has advanced rapidly in the last few years. Phones are now a key component of communication in the 21<sup>st</sup> Century and they are a useful tool; providing internet access, email, camera, video and sound recording. Their usefulness is widely recognised, but they pose potential safety issues of their own. This policy covers the staff, governors, pupils, parents and visitors of Crawley Ridge Junior school and aims to provide a safe framework for all users of mobile phones whilst acknowledging their role in our society. This policy needs to be read alongside the school's E-safety and Child Protection policies.

#### Potential Safety Issues

- The taking of inappropriate/ indecent images
- Threat to confidentiality and privacy
- The risk of theft
- Bullying
- Increase of peer pressure.

#### Other Issues

- Disruption to learning time

#### Code of Conduct

It is essential that everyone at Crawley Ridge Junior school is aware of the potential misuse of mobile phones and that we work as a team to prevent their misuse whilst benefitting from their advantages. We, therefore, ask that;

- Toilets and any areas where children are changing must be considered mobile-free zones.
- Pupils only bring a mobile phone to school if it is absolutely necessary because of a long or difficult journey home. (We recognise that this can be reassuring for parents & carers.) Requests for a child to bring a phone to school must be made in writing by the child's parent/carer and approved by the Head Teacher. Phones must be switched off whilst on the premises and stored in the school office. Pupil's mobile phones must **never** be taken on school trips.
- Staff, volunteers and student teachers should keep their phones out of sight and calls and texts must not be taken or made during lesson time (other than in exceptional circumstances). Staff should not use their phones to take or share images of children. The SLT do recognise, however, that sometimes phones are the most practical way of taking photographs at sporting events or educational trips. This must be authorised before the event by a member of the SLT; images must be transferred to the school server as soon as possible and the originals deleted from the phone. Staff, volunteers and student teachers should not use their personal phones to contact children or their families within or outside of the school.

- Parents/Carers, governors, visitors and contractors should be asked to refrain from using their phones in the mobile-free zones and to avoid disruption to children's learning. **Under no circumstances** should any individual be allowed to take images or recordings of the children on their phones. Any individual bringing a device into the school must ensure it contains no illegal or inappropriate content. Parent helpers on educational visits **must not** communicate information about the trip to any third party. All information about trips must come from the trip leader.

### **School Mobile Phones**

The school now owns two mobile phones. One is for the use of the Graitney Club and the other is to be taken on school trips as a means of communication between the trip leader, the school and parent helpers. Parent helpers may be given the telephone number to use in case of emergency, but it must be made clear that it is not a regular point of contact with the school. An answer phone message on the mobile will tell parents that messages on the phone will not be checked.

### **Driving**

The school expects all adults to refrain from using a mobile phone, including hands free kits, whilst driving.

### **Exceptional Circumstances**

It is recognised that mobile phones are a valuable form of communication at times of stress. Where it is deemed necessary, the SLT will authorise staff to keep their phones turned on and close to them to give them peace of mind and to enable them to concentrate more effectively on their work.

### **Sanctions**

If a pupil brings a mobile phone to school for any reason, without the specific permission of the Headteacher, it is the full responsibility of the child and parent. If they are found, they will be confiscated and the child's parents will be asked by the child to collect it at the end of the school day from a member of the school leadership team.

Members of staff breaching the code of conduct will be subject to the Staff Disciplinary Code.