

# BELGRAVE PRIMARY SCHOOL

## Mobile Phone Policy

Updated January 2018

This policy includes all portable multi media devices.

Aim: to have a clear policy to protect pupils and staff and encourages responsible use of mobile phones.

Ethos: Belgrave Primary School has decided to discourage pupils from bringing mobile phones to school. We always communicate with parents if necessary and a pupil is also allowed to use the school's phone if there is a need.

This policy outlines the strategies and procedures if it is considered necessary to have a mobile phone in school. This only applies to Year 5 and 6 pupils.

- If a pupil needs to bring a mobile telephone to school the parent will need to complete an acknowledgement of the school's policy. The acknowledgment slip will be attached to this policy.
- The phone must be clearly labelled with the child's name, switched off and given to the class teacher on arrival at school. The device will then be stored in a locked container in the classroom.
- The phone must be collected at the end of the school day from the teacher. It is the child's responsibility to do this.
- The phone must be concealed whilst entering and leaving the school premises. Parents are to reinforce why it is important to be discreet.
- Pupils cannot use their phones in school or on the playground at the beginning or end of the day unless it is to contact their parents.
- If a pupil is found taking or sharing photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the head teacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.
- Mobile phones are not to be taken on residential visits or school trips.
- Parents are advised that the school accepts no liability for the loss or damage to mobile phones which are brought into the school.
- If the policy is not followed the phone will be confiscated and the parent will have to collect the phone from the headteacher.

School events: photos/videos taken by parents can not be put on the internet.

This policy has been agreed with the governors on the Curriculum and Ethos Committee in June 2011. The policy may be amended in line with school development and any changes to legislation. The policy was approved in September 2011.

### **Form to be completed by a Parent if it is necessary for a Year 5 or 6 pupil to have a mobile phone in school.**

I have read Belgrave Primary School's Mobile Phone Policy and I have explained the statements in the policy to my child.

Pupil's name ..... Class .....

Parent's name.....

Parent's signature.....This form must be sent to the school office and will be returned to you when a copy has been taken for the school's records.

Date contract signed.....