**Humberston Cloverfields Primary School**

**Mobile Phone Policy**

**Mobile Phone Use**

This policy provides clear guidance on the use of mobile phones in school by staff and pupils.

**1. Introduction**

1.1 This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils.

1.2 Humberston Cloverfields has a clear policy on allowing pupils to bring mobile phones into school, and this policy makes explicit reference to camera mobile phones.

**2. Camera Mobile Phones**

2.1 Camera mobile phones are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet or in chat rooms.

2.2 There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

**3. Staff Policy**

3.1 Staff use of mobile phones during their working school day should be:

• Outside of their contracted hours

• Discreet and appropriate eg. Not in the presence of pupils

3.2 Mobile phones should be switched off and left in a safe place during lesson times. School will not take responsibility for items that are lost or stolen.

3.3 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, a school telephone should be used.

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

3.5 With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

3.6 This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

**4. Pupil Policy**

4.1 While we fully acknowledge a parent’s right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Humberston Cloverfields discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

4.2 When a child needs to bring a phone into school, a permission slip must be signed by their parent and the mobile phone must be left in the school with the class teacher 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 Humberston Cloverfields accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

4.3 **Mobile phones must be switched off as soon as the pupil enters school grounds and only switched on when they leave the site.**

4.3 Where a pupil is found by a member of staff with a mobile phone, without a permission slip being completed by the parent, the phone will be confiscated from the pupil. The mobile phone will be stored by the class teacher The pupil may collect the phone at the end of the school day. A letter will be sent home to the parents requesting that a permission slip be returned the next day.

4.8 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. ( tel no. 500217)

This policy supports the school’s Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Governing Body and will be monitored, reviewed and amended as required.

Policy approved – 2/10/13

Reviewed Sept 2015

Dear Parent/Guardian,

Mobile Phone Parental Consent

In accordance with our Mobile Phone Policy, we understand that your child will be bringing a mobile phone into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:

1) Your child needs to switch the phone off when they enter the school grounds and give their phone to their class teacher ;

2) The school bears no responsibility for any loss or damage to the mobile phone;

3) Your child’s phone should be appropriately marked (different case etc) so that they can recognize it;

4) Should your child 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 the school.

Yours sincerely,

Mrs Spruce

Head Teacher

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**Mobile Phones**

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read Humberston Cloverfields Mobile Phone policy, accept the terms and conditions therein and accept full responsibility for my child/children’s mobile phone whilst it is kept in school.

Name of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_