



WORDSWORTH
PRIMARY SCHOOL

Mobile Phone/Devices Policy

Policy Review

This policy will be updated annually, or before if there are changes to legislation and guidance referred to in this policy.

Approved by: School Governing Body **Date:**

Last reviewed on: Autumn 2020 Angie King

Next review due by: Autumn 2024

Introduction

At Wordsworth Primary and Nursery School the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone/devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

This policy on the use of mobile phones and smart watches in school and has been drawn up in the best interests of pupil safety and staff professionalism.

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones/devices at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone/devices to school to contact the parent after school:
 - the phone must be switched off, handed in, and put in the class basket to be stored in the teacher cupboard for the day.
 - the phone needs to be collected by the child at home time and not switched on until outside the school gates.
 - All mobile phones are left at the owner's risk.
 - Smart watches must be on silent and not used to take any images or recordings on school grounds
 - If a pupil is found using their mobile phone or any other technology onsite this device will be kept in the main school office for parents to collect

Staff:

- All staff must have their phones/devices on 'silent' or switched off during class time.
- All staff may not make or receive personal calls during teaching time/ contracted hours unless it is work related. If there are extreme circumstances (eg. acutely sick relative) the member of staff should make the Head Teacher aware of this and will have discussed the need to make an emergency call.
- Use of phones must be limited to non-contact time/ lunchtime when no children are present and used in the staffroom only.
- Phones must be kept out of sight (eg. drawer, handbag, staff cupboard) when staff are with children.
- Phones/devices will never be used to take photographs of children or to store their personal data.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- If a personal mobile phone is used to contact parents the call identity must be switched off.

Parents & other visitors:

- Wordsworth Primary and Nursery School is a mobile phone free site. Parents and visitors to the school are not permitted to use their phones in the school building or grounds.
- The Head teacher or a Senior Leader will inform parents at special events if mobile phones can be used to take photographs. If permission is granted photographs must only be taken of children for whom parents hold parental responsibility. Mobile phones must never be used to take photographs in the school building or grounds, unless it is a special occasion such as Christmas Performances or Sports Day. In this instance parents must agree they are for their own private use and they must agree not to publish these photos on any website/ social networking site.

Dissemination

The mobile phone/devices policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

**We very much appreciate our parents' support in implementing this policy to keep your children/
our pupils safe.**