



# **Grosvenor Road Primary School**

## **Mobile Phone Policy**

(This policy is to be read in conjunction with the policies for E-safety, Safeguarding and Off-site Visits.)

## **1 Introduction**

1.1 Our school is well aware that many primary-age children own a mobile phone and we understand the widespread growth in modern electronic communication. However, we are an institution that is primarily focused on learning, and the safety and well-being of our pupils is paramount. Consequently, we do not allow children to use mobile phones while they are at school and (unless authorised by the headteacher) we do not allow children to bring mobile phones into school.

## **2 Aims and objectives**

2.1 The aims of this policy is to explain:

- how the school will manage the issue of mobile phones in school;
- the rationale for this approach;
- what parents and carers should do if they would like their child to have access to a mobile phone;
- what the school will consider as exceptions to the normal regulations.

## **3 Policy for children**

3.1 The school policy is that children should not bring mobile phones or any form of electronic communication devices to school.

3.2 If a child is found in possession of a mobile phone it will be confiscated by a member of staff for the remainder of the school day. The member of staff will pass the mobile phone on to the school office, where it will be kept in a safe place until the end of the school day, when it will be returned to the child's parent/carer. The school does not allow children to use mobile phones in school because:

- there are some concerns about the health risks connected to the frequent use of mobile phones;
- their use in school may distract pupils away from their work;
- mobile phones may be misused (for example, cyber bullying, viewing the Internet inappropriately and sending or receiving inappropriate images of members of the school community);
- staff time could be taken up investigating lost or even stolen mobile phones.

## **4 Policy for staff**

4.1 Staff may be in possession of a mobile phone but it must be switched off (or left on silent) at all times when the adult is working with children. Mobile phones are not to be used in classrooms, corridors or school grounds. Staff should not make or receive calls or text messages during the working school day. Mobile phones can be used in the staffroom for private calls outside of a member of staff's working day. No staff, including Early Years Staff, are not to use their personal mobile devices to capture images of children. Staff may only use school devices to capture images of children.

## **5 School trips**

5.1 When children are involved in a school trip or activity **outside of normal school hours** the teacher, with the permission of the Headteacher, organising the event may inform the children involved that they are allowed to bring a mobile phone with them if they wish. This is to allow children to inform parents and carers of the time of their return and to assist with pupil security. The lead teacher will make it clear to all the children involved in the activity when they can and cannot use their phones. This does not apply to any residential trips; children are not allowed to take their mobile phone on a residential trip.

## **6 Exceptions**

- 6.1 If a parent or carer of a child in Year 6 believes that there is a need for their child to be in possession of a mobile phone on their way to, or from school, they should complete the Headteacher's Mobile Request Form to explain why this is so and why special dispensation should be allowed. The headteacher will only authorise this in exceptional circumstances and will make a decision in all cases. In cases where authorisation is given, the phone will be stored in the main office throughout the day.

## **7 Monitoring and review**

- 7.1 The headteacher will monitor the implementation of the mobile phone policy. The headteacher will keep a record of all incidents involving mobile phones and will report to governors so that this policy can be reviewed as appropriate. Technology is developing so fast that, in future, the school may wish to explore how smart phones may be very helpful to assist learning. At this time the school may wish to review this policy. However, at the moment the school believes the risks outweigh the benefits of pupils bringing mobile phones to school
- 7.2 This policy will be reviewed by governors every three years or sooner if necessary.

**Signed:**

