



Confidence Respect Enjoyment Wonder

Threemilestone School **Mobile Phone Policy 2016**

Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children.

We expect all our team members to share this commitment.

1. Purpose

- 1.1.** This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue.
- 1.2.** Threemilestone School has established the following policy for mobile phones that provides guidelines and instructions for the appropriate use of mobile phones during school hours.
- 1.3.** All adults within the school must accept the policy before bringing mobile phones onto the school premises. It is contained in the staff, student and extra-curricular teacher handbooks and in notes for visitors in the signing in book.
- 1.4.** Throughout this policy 'Mobile Phone' and 'Phone' shall be used as a catch all term to refer to all devices capable of transmitting and receiving wireless phone calls, SMS messages, picture messages or any other kind of mobile electronic communication.

2. Acceptable Uses

- 2.1.** Mobile phones should be switched off and kept out of sight during classroom lessons and while in the school building or in the grounds, when in the presence of children. Staff may use their phones in the staff room where no children are allowed and during breaks when there are no children in the room. Exceptions may be permitted only in exceptional circumstances, if the adult, specifically requests its use from the Headteacher, or it is needed for work that is being carried out. e.g Interserve caretaker, ICT technician, or other tradesmen. Permission must be sought from the head teacher prior to the phone being kept on in school and phones should not be taken onto the playground at any times.
- 2.2.** Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- 2.3.** The school owns one mobile phone, held by the ICT technician, in order that the technical support can be contacted while sitting at the specific machine that has a problem.

3. Unacceptable Uses

- 3.1.** Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, use the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- 3.2.** The Bluetooth and other wireless or near field communication methods of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- 3.3.** Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.
- 3.4.** Using mobile phones to bully and threaten others is unacceptable and will not be tolerated. In some cases it can constitute criminal behavior.

4. Theft or damage

- 4.1.** Adults who bring a mobile phone to school should leave it locked away in their cupboard or locker when they arrive.
- 4.2.** Mobile phones that are found in the school and whose owner cannot be located should be handed to front office reception. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

5. Pupils

- 5.1.** Pupils may only bring mobile phones to school in exceptional circumstances and when accompanied with a letter from a parent or carer, giving the reasons why the pupil needs the phone at school. The phones are to be handed into the front office and collected as the child leaves the school. Any mobile phones found or seen on a pupil will be confiscated and collected by a parent or carer.
- 5.2.** The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

6. Inappropriate conduct

- 6.1.** Any adult/pupil/s caught using a mobile phone in an inappropriate manner will face disciplinary action as sanctioned by the head teacher and/or the governing body.
- 6.2.** Mobile phones should not be used to take photographs of the children (See use of images policy) unless there are exceptional circumstances and then only with the express permission of the headteacher or a member of the Senior Leadership Team.
- 6.3.** *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the head teacher or school council is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]*

Author

Dated _____

Headteacher

Dated _____

Chairperson of Governing Body

Dated _____

Chairperson of Teaching and Learning Committee

Dated _____

Ratified at Full Governing Body Meeting:

Date of next review: