



## MOBILE PHONE POLICY

### Policy statement

Mobiles phones have recently become a common possession, and are increasingly complex and sophisticated.

Many people view them as an essential of modern life.

There are however many issues that relate to mobile phone use, or indeed possession, in school.

- \* Disturbance of lessons and loss of concentration in class.
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- Now that mobile phones can connect to the internet, all the hazards involving online issues such as bullying, grooming and personal security.
- Exam situation security.
- Microwave radiation.
- Adults talking on the phone and not giving their full attention to the children in their care.
- Personal conversations being overheard.

### Procedure

- Except in emergency situations, no mobile phones are to be used on the school premises.
- We request that all phones are switched off on the premises, or at the very least on silent.
- Phones are to be brought into school only when absolutely necessary.
- Pupils of Classes 5 to 10 will hand in any phones to their teacher at the beginning of the day. These will be placed in a lockable box.



Class 5 to 8 boxes will be kept in their classrooms, and Class 9 and 10 in the reception safe, until the end of the day when they will be available for collection.

- There will be two keys to each of the boxes. The Class Teacher will be responsible for one, and Sara will keep all the others.
- If parents of children younger than Class 5 consider that it is necessary for their child to bring a mobile phone into school, they will be asked to write a letter of request to the Class Teacher in advance. The phone must be clearly labelled with the child's name. It will then be stored in reception until the end of the day.
- Any phone found during school time will be confiscated, stored in the appropriate box or in reception and will only be available for collection at the end of the school day.
- If it is absolutely necessary for a staff member to lend a pupil a mobile phone, they should use a school mobile rather than one owned by an individual staff member. If this is not possible, the staff member should supervise the call and delete any numbers used afterwards. If being able to contact pupils by their mobile becomes necessary — for example on a school trip — school employees should use school-owned mobiles wherever possible to store numbers and contact pupils. Numbers can be deleted following the event, and learners will not have access to a staff member's personal number.
- Any staff member that needs to borrow a school mobile must ensure that it is secure at all times. Please report any loss to the administrator as soon as possible. It is important that reception is aware which mobile phone has been borrowed so that they know the number to contact.
- School owned mobiles should not have saved any personal numbers of either staff members or students, or any text or other messaging or photographs. The receptionist will ensure that only the school's main telephone number is contained in the memory.
- Still photographs or video must only be taken with a school camera.

RH Sept 09