



St Francis Church of England Voluntary Aided Primary School

Mobile 'Phones and Recording Devices Policy

(includes cameras/video on mobile 'phones and other devices)

Policy drawn up by Administrator

Date July 20th 2015

Version No	Date	Change/Review
V1.0	July 2015	Policy prepared
V1.1	29/9/15	Policy ratified by Governors
V1.2	May 10 th 2016	Agreed
V1.3	June 2017	Reviewed
V1.4	April 2018	Ratified by Governors
V1.5		

Review date May 2019

Introduction

This policy outlines the appropriate use of mobile phones, cameras, videos and recording facilities on other devices such as Ipads on our school site.

Rationale

The staff and Governors of St Francis Primary School and Nursery recognise that many pupils and their families own a mobile 'phone. We also recognise that some parents/guardians request that their child/ren bring a mobile 'phone to school for safety/security reasons especially for the period before and after school.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages pupils from bringing mobile 'phones to school and staff are not permitted to use a mobile 'phone during lesson time. The school will allow mobile 'phones on the premises but only within the parameters of the policy as stated below.

Aims

To inform all members of our school community about the appropriate use of mobile 'phones at our school. To outline the procedures and processes of this policy:-

1. Staff, volunteers and other school visitors

- During teaching time, while on playground duty and during meetings, mobile 'phones will be switched off or put on "silent" or "discreet" mode.
- Except in urgent or exceptional situations, mobile 'phone use is not permitted during teaching time, while on playground duty and during meetings.
- Staff/visitors/volunteers to school should not use personal devices for photography in school. Only School cameras or devices are to be used.
- Furthermore, within the Early Years Setting (Nursery and Reception) at our school and to ensure the safety and welfare of our children in our care, personal mobile 'phones are not permitted within this setting, when in the presence of children. This being a statutory requirement of the Early Years Foundation Stage Framework.

Therefore, we will ensure that the setting takes measures including:

- All mobile phones must be kept in a secure place and should not be accessed throughout contact time with the children
- Photographs or images of any children within our care may only be taken following parental consent and only using the school cameras or videos and those images should remain within the setting unless agreed with parents/carers
- When on trips, mobile 'phones may only be used to make or receive 'phone calls relating directly to ensuring the safety and wellbeing of the children.

2. Pupils

- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often stressful for a primary age child.
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile 'phones, cameras or other devices. Mobile 'phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile 'phones or other devices. This includes items taken on school trips or residential.
- There are no reasons why a pupil needs to have in their possession or use a mobile 'phone during the school day.
- Parents/carers are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Pupils are advised that if in exceptional circumstances they bring a mobile 'phone or other device onto the school grounds during the school day, the item should be handed in to the class teacher. It can be collected at the end of the day. The item is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged items.
- If pupils do bring a device to school, it should be clearly marked with their name.

3. Parents

- For safeguarding reasons parents are not permitted to use camera 'phones or other recording devices to take images/audio on the school grounds unless permitted at special events such as Sports Days/sports events/school productions with Headteacher's permission.
- It is not permitted to place images taken at school of other children on social media sites.

Sanctions

In line with our Behaviour Management Policy, pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile 'phone or device (handed back to pupil or parent at the end of the day).
- Normal classroom sanctions.
- Communication with parents/carers regarding mobile 'phone or other device use at school.
- A pupil being banned from bringing a mobile 'phone onto the school grounds.

Inappropriate Use

Generally, a mobile 'phone or other electronic device will be used inappropriately if it :

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person; or
- Is in breach of any law

Inappropriate use will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available. This type of misuse will be dealt with under the Behaviour Policy.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile 'phones, apply equally to the inappropriate use of portable computer games, ipads and similar devices.

Exemptions

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.