



# Mobile Phone Policy

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<b>Applicable to:</b>	Great Ouse Primary Academy
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<b>Related Policies &amp; Guidance:</b>	E-Safety Policy
<b>Revisions:</b>	

To ensure the safety and welfare of the children at Great Ouse Primary Academy this policy outlines the protocols for the use of personal mobile phones and cameras in the setting. Safeguarding of children within our school is paramount. As part of this we support children in school through the 'internet safety' aspects of our curriculum.

## **Children:**

Children are not allowed to use mobile phones or similar personal devices at all during the school day and we believe that in general children do not need to bring a phone to school.

Children from Year 5 onwards may be given permission to travel to/from school independently. The school will need written permission from a parent/guardian if you wish your child to travel home unaccompanied.

We understand that some parents may prefer their child to have a device with them if they travel to/from school independently. In these cases parents/carers may wish to consider, whether this could be a simple phone (not internet enabled) rather than a smartphone.

Children should only have a phone in school if they are walking home independently.

Children are not allowed to use their mobile phones anywhere on school premises (this includes in the playground, even outside of school hours).

If a mobile phone is brought in, it must be handed in to the School Office on arrival and will be kept safe and returned at the end of the school day.

The phone must be off for the duration of the school day.



Children must not bring into school any other 'smart' devices, (e.g. smart watches), or any other devices that can store images or access the internet.

If a mobile device is not handed in, it will be confiscated and will only be returned directly to a parent/carer.

The school accepts no responsibility for the loss, theft or damage of personally owned mobile phones or similar devices.

Parents must not attempt to contact their child via their mobile phone during the school day, but through the school office.

**Parents:**

No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings. School policy regarding this matter should be explained clearly to parents by the class teachers.

In the case of school productions, Parents/Carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites.

**Staff:**

Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.

All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).

Mobile phones must not be used in any teaching area within the setting or within the bathroom/toilet areas.

In the case of a personal emergency, staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.

Personal calls may be made in non-contact time but not within the teaching areas.

Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.



Photographs and recordings can only be transferred to and stored on a school computer or electronic other device (netbook, iPads) before printing.

All telephone contact with Parents/Carers must be made on the school telephone and should be recorded on Bromcom.

During group outings, nominated staff will have access to a school device to take photos, they may use their own mobile phone in an emergency or for contact purposes.

Staff use of mobile phones is restricted to use at non-teaching times of the day.

SLT and Meridian Leads, may use their mobile phones for typing up notes during Learning Walks, for example, or for communications.