



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

Mobile Phone and Mobile Devices Policy for pupils, parents, volunteers and visitors

| | |
|---------------------------------------------|----------------------------------|
| Chair of Governors: Mr G Shrivastava | Headteacher: Miss Cotchin |
| Date Approved by LGB: | February 2024 |
| Next Review Date: | February 2027 |
| Version Control: | V1 |

Introduction and aims

At William Harding School we recognise that mobile phones, including smart phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our Policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, parents, volunteers and visitors
- Support the school's other policies, especially those related to child protection

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risk to child protection
- Data protection issues
- Potential for lesson disruption

Use of mobile phones by parents, volunteers and visitors

Whilst on school site, parents, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils
- Not taking photographs or recordings on the school site whether pupils are present or not
- Not using phones in lessons, or when working with pupils
- Mobile phones must either be switched off or on silent
- Mobile phones must remain out of sight e.g. in bags or pockets
- If calls need to be made then this should be done either in the staffroom or in the main entrance (at no time should phones be used in or around the school where children are present, or could be present)

All parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

A mobile phone information sheet (Appendix A) is displayed in the entrance area and is part of our Safeguarding leaflet

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else on site or during school trips
- If parents or volunteers are asked to take photos or recordings on a school trip, they will be given a school camera / ipad to do so
- Share information about what is happening on a trip by text or on social media, either during the trip or before / after the trip
- Take calls or answer texts where children are present or could be present
- Have their phones visible. All phones must remain in bags or pockets and on silent or off

William Harding accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips.

Use of Smart Watches and other Devices – Parents, Visitors and Volunteers

We understand that many adults will own mobile devices in addition to their mobile phone. As technology has developed, other mobile devices have increased capabilities.

All parents, visitors and volunteers should treat all mobile devices as if they were a mobile phone and follow the Mobile Phone Policy. They should not use mobile devices to make or receive calls, send or read SMS messages, surf the Internet, take photos, videos or create audio files or use any other application during the school day once they enter the school premises. The school premises include all school buildings and grounds. This includes the car parks, field and playgrounds.

Where a parent, visitor or volunteer is seen using a mobile device on the school site, staff will speak to them to remind them of this policy and request that they stop using the device.

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. It is the responsibility of the parent to ensure mobile devices are properly insured.

Use of mobile phones by pupils

We understand that some Y5 and 6 pupils may travel to and / or from school alone. We understand that in those situations pupils may require a mobile phone for their journey.

Where a pupil is travelling alone to and/ or from school alone, the parents may request that the pupil brings a phone into school. Only pupils who are travelling alone are permitted to bring a phone with them.

Parents must complete a form to state the reason for the phone being in school and that they agree to that. They will also sign to say that the school accepts no responsibility for loss or damage to any phone brought to school.

Phones will be collected as children enter the school site. The phone must be switched off and inside a named plastic bag. The phones are collected by the teacher and locked away.

The phones will be returned to pupils as they leave. Pupils must not use their phones on school site for any reason.

Pupils who do use their phone on site will have consequences from the Behaviour Policy.

Pupils must not take photos of staff, even if they are off site, without the staff member's permission.

Pupils must not take mobile phones on school trips or have access to mobile phones during clubs.

Use of Smart Watches and other Devices - Pupils

The widespread ownership of mobile devices among young people nationally requires that all schools, teachers, pupils, parents and carers take steps to ensure that mobile devices are used responsibly.

Pupils must not have access to any devices during the school day, this includes smart watches and ipods. These must be handed to the class teacher on arrival in school. These will be locked away with mobile phones and returned at the end of the day.

This policy for mobile devices also applies to pupils during school trips and extra-curricular activities both on the school site and off-site, unless alternative arrangements have been made.

Parents/carers should be aware if their child takes a mobile device to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. It is the responsibility of parents/carers and pupils to ensure mobile devices are properly insured.

Appendix A

Use of mobile phones at William Harding

- Please keep your mobile phone on silent/off while on the school grounds
- Please do not use phones where pupils are present, or could be present. If you must use your phone, you may go to either the staffroom or the main reception area
- Do not use your phone in lessons, or when working with pupils
- Do not take photos or recording of pupils, or staff

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of this policy is on our website and is available from the school office upon request.