



Layfield Primary School

Mobile Phone Policy (Use of by pupils)

June, 2017

Review Date: June, 2019.

1. Mobile phones and, in particular, the new generation of smart phones, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter and blogging sites.
2. There are an increasing number of primary school aged pupils who carry a mobile phone with them to and from school. Reasons include:
 - Communication with parents
 - Communication with friends
 - To listen to music
 - To play on games when attending before or after school care under the instruction of a child minder
3. For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a student's learning experiences. There are a growing number of primary pupils who now have personal ownership of a mobile phone, including the smart phones with internet capability.
4. However, there are also inherent risks and types of incidents of misuse of mobile phones.

Examples of misuse include:

- bullying by text, image and email messaging
 - making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
 - pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
 - general disruption to learning caused by pupils accessing phones in lessons
 - the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
 - pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
 - publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk
 - the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
5. Our curriculum includes e-safety to ensure that pupils are aware of risks, develop responsible and positive behaviours and know how to protect themselves online and when using a mobile phone.
 6. Whilst we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones to school due to the potential issues raised above.
 7. We do not allow pupils to use their mobile phone in school. Parents must provide written permission (Appendix 1) for pupils to bring their phone to school. Once at school, all phones must be switched off and handed to a member of staff for safekeeping during the school day.

8. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Layfield Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.
9. Phones will be stored in a secure place by staff, e.g. a locked filing cabinet.
10. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.
11. If a pupil has used their phone for an unacceptable purpose at school, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.
12. Where the phone has been used for an unacceptable purpose out of school, parents will be informed. If issues are brought in to school, these will be dealt with in line with the behaviour policy.
13. Should evidence of unacceptable use be accessible on a device which has been brought to school:
 - The Head Teacher or a designated staff member will have the right to view files stored in equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence.
 - If required evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen
 - Advice can be sought from the Local Authority and/or the police (general response number 101 or use the local Police Community Constable)
 - School should consider whether an incident is serious and should be reported to the school safeguarding officer
 - The designated staff member should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.
14. Where an incident has involved the victimisation, harassment, alarm or distress of another student or member of staff, the school will provide support for the victim. This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. This might be the designated staff welfare person or the victim's Union.
15. To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school may:
 - follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident.
 - implement the institution's 'restorative practice' procedures. Where the perpetrator agrees, participation in this process will be included as part of their reintegration programme

following the incident.

- where 'restorative practice' does not take place then other avenues to support the victim should be tried e.g. Cybermentors, Childline
- school will also ensure that the perpetrator, and any others involved, are educated about the impact of their actions on the victim
- school will ensure a fully documented case history of the incident is recorded and secured in the relevant area of the institution's MIS
- senior staff should consider if an education programme should be implemented as part of PSE or eSafety lessons
- where material has been posted online about a victim, school will provide support in getting the material removed either through discussion with the poster of the material or contact with the service provider. Help for this can be provided through the LA.

16. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Dear Parent/Carer,

Mobile Phone Parental Consent Form

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand their phone to a member of staff first thing in the morning where it will be stored securely
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely,

Helen Owen

Head teacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)
in Year to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.