

Rochford Primary & Nursery School (Academy)



Mobile Devices Policy

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SOUTH EAST ESSEX
ACADEMY TRUST



“Inspiring lifelong learning”

We are committed to providing:

- inspirational teaching;
- a stimulating environment; and
- a challenging and interesting curriculum

so that children learn a variety of skills and are inspired to develop a love of learning.

- a happy, safe and caring school where:
 - every child can reach their full potential;
 - staff are valued;
 - visitors feel welcome.

We are committed to developing an inclusive school at the heart of the Rochford Community where:

- every child’s happiness and needs are of great importance;
- where there are high expectations of good behaviour;
- where all members of the school community value good manners and co-operation.

We are committed to:

- communicating and working effectively with parents so there is a genuine partnership supporting children’s learning.

MOBILE DEVICES POLICY

AIMS AND PURPOSES

For the purpose of this policy a 'mobile device' will include a portable computing device such as a Smart Phone, Smart Watch or tablet computer.

Parents should discourage pupils from bringing mobile devices to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Years Five and Six mobile devices such as smartphones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians, they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile devices on school excursions.

PROCEDURES

Parents of Year Five and Six pupils will need to complete the permission form (Appendix 1) and hand this to the Year 5 and 6 teachers. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile device to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Pupils

Where a pupil does bring a smart phone or watch to school, the device must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).

The device should be given to a member of the office staff upon arrival at school and can be collected at the end of the school day (3:20). If a pupil is attending after school activities the device should remain in the office in the collection box. At the end of clubs, the adult(s) running the activity will take the children to the door line them up as usual, collect

the box from the office and hand out phones. Under no circumstances should there be access to devices during the school day and no device should be left in pupils' bags, coats or folders.

Inappropriate use of a smart phone

If a pupil is found taking photographs or video footage with a smart phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the Leadership Team. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

Staff and Governors

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use personal phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party and has been risk assessed. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera or i-Pad, this would also apply to those attending sports events, etc.

Staff wishing to use their personal phones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Leadership Team.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile device into school.

On the first infringement the mobile device will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the device at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile device will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the device without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the device and must speak to a member of the Leadership Team. The incident will be recorded.

On the third infringement the mobile device will be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified, and the pupil will not be permitted to collect the device without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile device to school.

Parents and Visitors

Parents and visitors will be asked to turn mobile devices off when volunteering in classrooms and attending assemblies so that there is no disruption to school activities. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile device camera facility to take photographs of their child while performing in special assemblies or events. We would remind parents that we have vulnerable children in our school and under no circumstance should any image or video clip be uploaded to social media. This will be kept under review by the Governors.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or of the staff discipline policy.

Review

The policy will be reviewed every three years in consultation with staff and Governors.

Reviewed during	Spring 2019
Approved by Governing Body	
Next review	Spring 2022

Signed:

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Chair of Governors

APPENDIX A

Mobile Device Agreement:

Name: _____

Phone Number: _____

Reason for phone being in school: _____

I/We hereby give permission for my son/daughter to bring the above-mentioned phone into school.

I /We acknowledge that if he/she does not hand it in and/or uses the phone inappropriately for calls, photographs, internet etc. the school will confiscate the said phone accordingly.

The phone will be returned only to the parent/carer the following school day.

Name(s): _____

(parent/carer)

Signed: _____ **Date:** _____