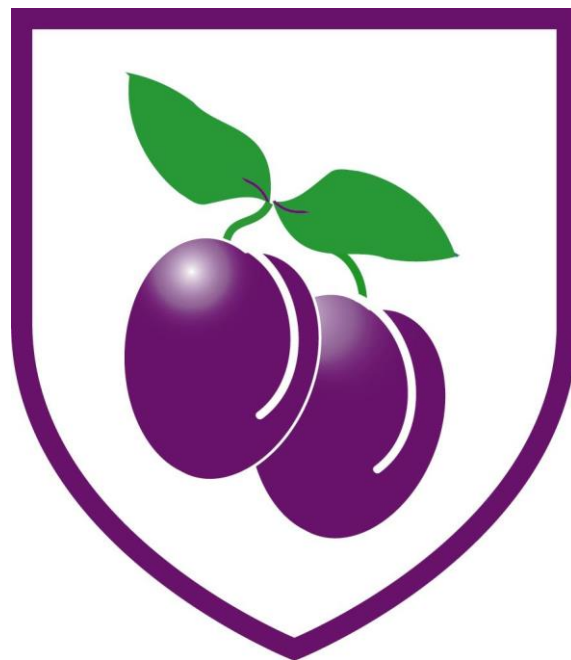


# Plumcroft Primary School

Universal high expectations

Knowing every child

In pursuit of excellence



## Policy

July 2020

## **MOBILE PHONE POLICY**

### **Policy statement**

Mobiles phones have become a common possession, and are increasingly complex and sophisticated. Many people view them as an essential of modern life. There are however many issues that relate to mobile phone use, or indeed possession, in school.

- Disturbance of lessons and loss of concentration in class.
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- Now that mobile phones can connect to the internet, all the hazards involving online issues such as bullying, grooming and personal security.
- Personal conversations being overheard.

### **Procedure for children**

- Pupils' phones will be collected at the beginning of the day, kept in the office, and given back at the end of the day.
- Phones should be switched off when handed in to the office.
- Phones may be taken on school trips if the trip leaves school or returns to school outside of normal school hours. Children will be expected to keep their phones off throughout the trip unless an emergency arises.
- Any phone found during school time will be confiscated, stored in the appropriate box in the school office and will only be available for collection at the end of the school day.
- Still photographs or video should only be taken with a school camera or school ipad, not with personal devices.

### **Procedure for staff**

- Adults are expected to use their phones in a professional manner at appropriate times. There may be occasions when they have to use them for work purposes and this should be done out of earshot of others if possible.

### **E-safety**

As most of the Key stage 2 children have their own mobile phone, it is now a growing concern that children do not fully understand the potential safety consequences of

using the internet and social-media. To educate pupils and parents on how to use these safely and appropriately we have put the following things in place:

- Annual parents' e-safety meeting where issues and consequences can be shared and discussed. E-safety guidance leaflets also distributed to all parents.
- School email address set up for parents to contact the IT manager with any questions or concerns.
- Any complaints or concerns of inappropriate use of the internet or mobile devices will be investigated. Where necessary parents will be informed so that the situation can be monitored out of school.
- Any complaints or concerns raised will be logged centrally.