



# Norton St Nicholas CofE (VA) Primary School

Norton Road, Norton, Letchworth Garden City,  
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## **Norton St Nicholas Primary School Mobile Phone Policy for staff, visitors, volunteers and pupils**

*This policy provides clear guidance on the use of mobile phones with explicit reference to camera mobile phones in school by both staff and pupils.*

### **Introduction**

Parents should discourage pupils from bringing mobile phones to school; however, we recognise that in Year Five and Year Six mobile phones may have a part to play in securing pupils' independent personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils. Our expectation is that if a pupil needs to contact his/her parents/guardians they will be allowed to use the school office phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

If parents choose to allow their child to bring a mobile phone to school they will need to complete the permission form (Appendix 1) and hand this to their child's class teacher. 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 phone 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.

Mobile phones brought to school by pupils will be handed in to the school office before school and not collected until school has finished for each day.

### **Camera Mobile Phones**

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and/or staff.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy.

If images of other pupils or adults have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can be used to bully pupils. 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.

The policy supports the Behaviour, Anti bullying, Child Protection and Internet/E-safety policies.

### **For Staff**

For classroom based staff, mobile phones should be switched to silent and left in a safe place during lesson times and any contact time with pupils. The school cannot take responsibility for items that are lost or stolen.

Staff use of mobile phones during their working day should be:

- discreet and appropriate eg: not in the presence of pupils – using the staffroom or office to make calls is appropriate; using your phone calendar to book a meeting is appropriate; using your phone in the classroom during lesson time is not appropriate.
- In keeping with their professional responsibilities and expectations.

Staff should always avoid contacting pupils or parents from their personal mobile phone and should not willingly give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should, wherever possible, use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph pupils(s) or allow themselves to be photographed by pupils. There may be, on occasions such as during school trips, a desire for staff to use their phone camera to take photographs, permission must be sought before doing so from the Headteacher and these must be deleted as soon as they have been used in line with the school acceptable use policy.

This guidance should be seen as a safeguard for members of staff, and staff should understand that failure to comply with the policy may result in the enforcement of the disciplinary procedure. Staff should refer to Safeguarding Policy; RAMAAS Advice notes, Code of Conduct and Whistleblowing Policy also.

### **For Pupils**

While 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, St Nicholas discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St Nicholas accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found to have infringed upon the agreement in a minor way; e.g. not handing in on time, phone out on the playground, etc. warnings will be given and then following steps will be actioned.

- On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone 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 phone will be confiscated by the teacher and taken to a secure place within the school office. Parent/carers will be notified and the pupil will not be permitted to collect the phone 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 phone and must speak to a member of the management team. The incident will be recorded.
- On the third infringement the mobile phone 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 phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

More serious infringements of the policy may result in the withdrawal of this privilege.

### **Parent, Visitors or Volunteers In School Policy**

Parents and visitors will be asked to turn phones off when volunteering in classrooms. Parents and visitors will be asked to turn their phones to silent whilst attending assemblies and other pupil based celebration events so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events; this is acceptable, however all images taken must be used for their own personal use and not shared via social media therefore safeguarding the privacy of pupils. This will be kept under review by the Governing Body.

Anyone who chooses to share images on social media without the consent of those photographed will be contacted and asked to remove the discussed image. Not all parents/carers consent to the sharing of images and this must be respected by all in the school community.

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office and personal cameras and mobile phone cameras should not be used to take pictures of children.

***Date agreed: November 2017***

***Date to review: November 2018***

***This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010***



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## Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is to bring a mobile phone to school to support their transitional independence to secondary school please read the points below and sign and return the slip to give your permission for your child to do this and to remind them of our school policy and sanctions in place.

- Your child needs to bring their phone, switched off or to silent, to the school office first thing in the morning before they enter the playground or go to their classroom; this should be done between 8.40am and 8.50am.
- The school bears no responsibility for the loss or damage to any mobile phone whilst on the school premises.
- Your child's phone should be appropriately marked so that they can recognise it.
- Sanctions will be enforced if your child does not uphold our Mobile Phone Policy.
- If your child is found to be 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.

Yours sincerely

Mr S Cowdery  
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 ..... Parent .....Child

Date.....

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