



# Mobile Phone Policy

## **Introduction**

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils. Willowcroft School has a clear policy on allowing pupils to bring mobile phones, smart watches and devices into school, and this policy makes explicit reference to camera mobile phones. Where mobile phones are referenced it is used to include other devices such as iPads/tablets or wearable technology such as smart watches.

## **1. Staff Policy**

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

- Discreet and appropriate and not in the presence of pupils

The staff mobile usage policy imposes the below governance points:

- Mobile phones or wearable technology such as smart watches should be switched off or put on 'silent' and left in a safe place during lesson times. There are lockers available in each teacher's cupboard. The school will not take responsibility for items that are lost or stolen.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents where possible. If a member of staff needs to make telephone contact with a pupil, a school telephone number should be used. On occasion, such as school trips or sporting events, staff can use their personal mobile phones to inform parents/carers of an estimated arrival time back at school. It is advised that 141 is placed in front of the number you call to keep your phone number private.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera mobile phones, staff are advised not to use their mobile phones to take pictures of the children or have pictures taken of themselves. If photos are taken on a camera phone, staff are to email them to your school email and delete them immediately. Ensuring to also empty your recently deleted folder.
- This guidance should be seen as a safeguard for members of staff and the school.
- Staff should understand that failure to comply with the policy is likely to result in the enforcement of our disciplinary procedure.
- Mobile phones can be used in assembly for the sounds system but must go back into the locked class cupboard.

## **Photos**

Staff should not take photos of pupils on their mobile phones or allow photos to be taken of them unless agreed with a member of the SLT. (There are occasions when it may be appropriate for children to take a photograph of a staff member, with their agreement, for example, at the Leavers' Graduation evening.)

## **2. Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone or smart watch or other types of wearable technology to school if they walk to and from school without adult supervision, Willowcroft School discourages pupils from bringing mobile phones to school due to the potential issues outlined above. The same applies to iPads or other types of tablets.

The below rules apply to every pupil of Willowcroft school:

- When a child needs to bring a phone or smart watch into school, a permission slip must be signed by their parent and the mobile phone and smart watch must be given to the teacher at the start of the day and collected from the teacher at the end of the day. Phones should be clearly marked so that each pupil knows their own device. Parents are advised that Willowcroft School accepts no liability for the loss or damage to mobile phones, smart watches or devices which are brought into the school or school grounds.
- 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 school 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 the parents requesting that a permission slip be returned the next day. If this practice is repeated by the pupil (found using the mobile phone inside the school), then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.
- 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 the school's Behaviour Policy.
- If images of other pupils or teachers 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.

As a general guide to the parents, they are advised to talk to their child(ren) about the appropriate use of text messages as they can often be used to bully pupils or their child(ren) can be targeted.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 01235 813304). This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.

Dear Parent/Carer

**RE: MOBILE PHONE PARENTAL CONSENT**

In accordance with our School Mobile Phone, Devices and Smart Watch Policy, we understand that your child will be bringing a mobile phone or smart watch into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:

1. Your child needs to their phone, smart watch or device to their class teacher first thing in the morning
2. The school bears no responsibility for any loss or damage to the mobile phone, smart watch or device
3. Your child's phone, smart watch or device should be appropriately marked so that they can recognise it
4. Should your child be found to be using their phone, smart watch or device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring these items into school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Doy' with a stylized flourish underneath.

Amanda Doy  
Headteacher

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**MOBILE PHONE PARENTAL CONSENT**

I/We give permission for our child \_\_\_\_\_ of Class \_\_\_\_\_  
to bring their mobile phone into school.

We have read the policy and understand all its implications.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_