



Porchester Junior School



Respect Aspiration Responsibility Confidence Resilience

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Mobile Phone, Camera and Electronic Device **Policy**

Reviewed: September 2023

Next Review: September 2025

Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

At Porchester Junior School we are also aware of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

All staff are responsible for enforcing this policy.

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones on site and during off-site visits including residential trips and sporting fixtures. This includes Porchester Junior School staff, Governors, children, parents/carers and visitors.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E-safety policies. This policy will be monitored and reviewed as required but at least every two years.

Staff Policy

Staff should only use their phones during non-contact time and within areas of the school where pupils are not present. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time.

For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The head of school will decide on a case-by-basis whether to allow for special arrangements.

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. staffroom or staff lockers. They will not be in the classrooms. The school cannot take responsibility for items that are lost or stolen.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Head Teacher following safeguarding procedures and the Trust's Code of Conduct

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Pupil Policy

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, Porchester Junior School does not permit pupils bringing mobile phones in year groups below Year 5 & 6, unless there is an exceptional request discussed and approved by the headteacher. This year group is set as we do not recommend that children below this age walk home without an adult, which will be the main reason children bring a phone to school.

When a child needs to bring a phone into school, a permission slip (Appendix 1) 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 Porchester Junior School accepts no liability for the loss or damage to mobile phones which are brought into school or on to the 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 and the phone will be locked away in the main school office. The pupil may collect the phone at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. 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 Leader.

Pupils are not permitted to use their phones whilst on the school site and, 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 the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, parents will be contacted to come to school and delete the content on the school site. Under no circumstances will school staff view any photographic or video content on a pupil's phone. School will follow their policy and procedure if there has or could have been a breach of safeguarding, which could include contacting the Police.

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. Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.

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.

Acceptable Use Agreements

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Phone Acceptable Use Agreement before being allowed to bring their mobile phone to school. (Appendix 2)

All pupils are required to sign an Acceptable Use Agreement as part of their learning in computing and the wider curriculum. This agreement sets out the acceptable use of the school tablets and other school based electronic devices and the associated protocols.

Parents, Visitors and Volunteers Policy

Parents, visitors, volunteers and Governors are not permitted to use their mobile phones in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile phones or any other electronic device to photograph pupils or make video recordings anywhere on the school site or when accompanying pupils on off-site visits or at sporting fixtures.

Parents are permitted to take photos and videos at Class Assemblies, plays and sports days but they are reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and should not be shared on any form of social media. There may be times when parents are not permitted to take photos or videos during these events, due to the school's knowledge of children's safeguarding backgrounds. Parents will be informed if this is the case at the beginning of these events.








Appendix 1

Porchester Junior School Mobile Phone Parent Consent Form

Dear Parent/Carer

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. Porchester Junior School does not permit pupils bringing mobile phones in year groups below Year 5 & 6, unless there is an exceptional request discussed and approved by the headteacher.

-  Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.
-  The school bears no responsibility for the loss or damage to a mobile phone
-  Your child is responsible for signing their phone in and out of the office each day
-  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

The School Office

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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.

The reason my child needs to bring their phone to school is

.....
.....

We have read the policy and understand its implications.

My child has read and signed the pupil acceptable use agreement ☐ (please tick)

Signed Date.....

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

Appendix 2- Acceptable Use Agreement



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Pupil Mobile Phone Acceptable Use agreement

You must follow the rules below if you bring your mobile phone to school:

1. Your phone should be signed in and out each day in the school office. If you attend an after-school club, you will not collect your phone until after the club.
2. You may not use your mobile phone during lessons.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your phone to send or receive anything that may be criminal.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Do not use inappropriate language while on the phone or when using social media. This language is not permitted under Porchester Junior School's Behaviour Policy.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the Porchester Junior School's Behaviour Policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment.

Name: Signed:

Date: