



Mobile Phone Policy (Pupils)

Date Approved by LGB:	February 2024
Next Review Due	February 2025
Frequency:	Annually

We recognise that mobile phones and other internet-enabled devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure.

However, mobile devices are capable of more than simply helping a child get in touch with parents at the end of the day. Therefore, it is essential to understand the capabilities of the phone/device and the potential use and mis-use of those capabilities.

Whilst we acknowledge a parent's right to allow their child to bring a mobile phone to school, Hatchlands Primary School discourages pupils from bringing one to school due to the potential negative issues that may arise, for example:

- mobile devices may be lost, stolen or damaged;
- they may provide a means of bullying or intimidating others;
- risks associated with sharing images and with posting digital images on the internet.

Hatchlands Primary School has therefore established the following Acceptable Use Policy for mobile phones that provides parents and pupils with guidelines and instructions for the appropriate use of mobile phones at school.

Parents and pupils must read and understand the Acceptable Use Policy before children are allowed to bring mobile phones to school. The Acceptable Use Policy applies to pupils during school hours on the school site. Mobile phones are not permitted on school trips or residential trips.

Acceptable Use Policy - Mobile Phones in school

- 1) Reception to Year 4 pupils are not allowed to bring a personal mobile phone to school. If a child in these year groups brings a phone to school the agreed procedure is that this will be handed over to a member of staff who will send it to the office for safe keeping during the day. This can then be collected at the end of the day from the office by a parent. Parents will be informed that the school will not be held responsible for the security of a mobile phone brought into school unless they are handed to staff for safekeeping.
- 2) Pupils in Year 5 and 6 are allowed to bring a mobile phone to school, to support safety issues if they come to school independently and if the school has written permission. Please complete the attached permission slip (Appendix 1) if you wish your child to bring his/her mobile phone to school and return the slip to the school office.
- 3) All mobile phones should be named and handed into the school office at the beginning of the day and collected at the end of the day.
- 4) If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:
 - a) Pupils must hand their mobile phones into the school office on arrival.
 - b) Pupils' mobile phones will be kept locked away in the office until the end of the school day and must be switched off at all times during the day.

- c) Pupils are not allowed to film, photograph anyone on school grounds. . d) The school will not be held responsible for the security of a mobile phone brought into school unless they are handed/ sent to the office for safekeeping.
- 5) If parents need to contact pupils for any reason during the school day, this should be done via the school office and not via the child's mobile phone.
- 6) Mobile phones seen on the school premises being used at an inappropriate time will be confiscated immediately by a member of staff until the end of the day. At this time, it will be the responsibility of the parents to collect the phone from school, not the pupil's.
- 7) It is expected that most incidents of misuse of the mobile phone will be dealt with using the same principles set out in the school discipline and behaviour policy, with the response being proportionate to the severity of the misuse.

Sanctions

Appropriate sanctions will be actioned for any pupil in breach of rules for mobile/camera usage, or if inappropriate usage is suspected by staff, including confiscation of the device. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

If confiscated, the mobile phone will be held in the school office and returned at the end of the school day to the parent.

Inappropriate content or inappropriate includes, but is not limited

to: ● bullying or harassment.

- sexting (consensual and non-consensual sharing nude or semi-nude images or videos);
- upskirting;
- threats of violence or assault;
- abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

Confiscation Procedure

If it becomes necessary to confiscate a mobile phone then:

- The pupil or their parent will be informed that the phone can be collected at the end of school day from the designated person.
- The confiscation will be recorded by the school for monitoring purposes (See Appendix 2)
- Schools will ensure that confiscated equipment is stored in a named bag so that it is returned to the correct person.
- Where a pupil persistently breaches the guidelines, following a clear warning, the Head Teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban

Where The Phone Has Been Used For An Unacceptable Purpose

The Headteacher or a member of the senior leadership team will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence.

Support for the Victim

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil or member of staff, the school will provide support for the victim.

This should be discussed with the victim's family or where the incident involves a member of staff, appropriate support should be obtained. To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school may:

- Follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident.
- Implement the 'restorative practice' procedures. Where the perpetrator agrees, participation in this process will be included as part of their reintegration programme following the incident.
- School will also ensure that the perpetrators, and any others involved, are educated about the impact of their actions on the victim.
- School will ensure a fully documented case history of the incident is recorded and secured in the relevant file.
- Senior staff will review the PSHE & E-Safety curriculum to ensure all areas are appropriately covered.

Where material has been posted online about a victim, school will provide support in getting the material removed.

Appendix 1

Hatchlands Primary School Mobile Phone Permission Slip

Name of Child: _____ Class: _____

My child needs to bring a mobile phone to school as he/she walks to/from school without an adult. I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately and I will be responsible for collecting it from school.

Signature of Parent / Carer: _____

Date:

Appendix 2

Record of Phone Confiscation

Pupil/Class	Date	Time Removed Returned to Returned by
