



HEATON AVENUE
A SHARE Primary Academy

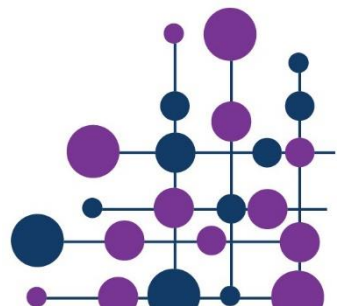
Mobile Phones Policy

Heaton Avenue Primary School

Approved by: The Senior Leadership Team **Date:** 1st September 2020

Last reviewed on: September 2020

Next review due by: June 2021



At Heaton Avenue Primary School, the welfare and wellbeing of our pupils is paramount. This policy has been drawn up to provide clear guidance on the use of mobile phones in school by staff, students and their parents/ carers.

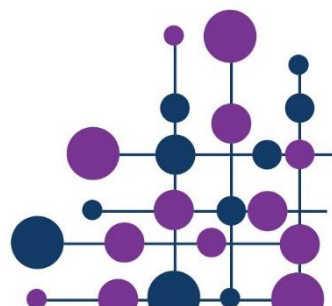
PUPILS

We fully acknowledge a parent/ carers' requests to allow a child to bring a mobile phone to school if they walk to and from school without adult supervision in Year 5 and 6 (taking into account the information stated in our Arrivals and Collections Policy). Generally though, Heaton Avenue Primary School **DISCOURAGES** pupils from bringing mobile phones to school due to potential issues such as cyber bullying, distractions in the classroom, misuse of social media, theft and accidental damage etc.

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

Where a pupil is found to be using a mobile phone on site, the phone will be confiscated and handed into the office who will record the name of the pupil and attach it to the phone. The pupil may collect the phone at the end of the school day along with a letter requesting a permission slip be returned the next day. If a pupil is found taking photographs or video footage with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the 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.

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



PARENTS/ CARERS

We realise that mobile phones are an important part of society and are a fantastic communication tool. However, we are also aware that we are in a society which has the potential for unauthorised sharing and images being misused. We therefore ask that mobile phones are SWITCHED OFF when visiting Heaton Avenue Primary School. The only exception to this ruling is around performances. Currently, Governors authorise the use of mobile phones by parents/ carers to photograph their own children when:

- Parents/ carers have been invited to attend a school performance and 'reward' based assemblies and meetings such as STAR and GOLD award
- Parents/ carers have signed the 'Acceptable Use' notice assuring school that all images of their children will only be used privately and never on social media.

We strongly advise that, for safeguarding reasons, parents refrain from using their mobile phone when dropping off or collecting their children at the start and end of the school day.

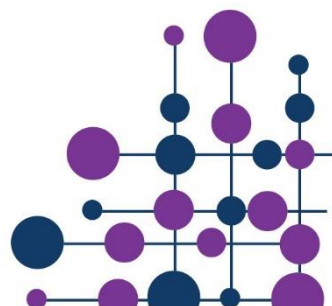
For more information and advice regarding the potential misuse of mobile phones, data and communication tools, please refer to the following websites:

www.nspcc.org.uk

www.childline.org.uk

<http://www.myfirstmobilephone.org.uk/>

www.getsafeonline.org



STAFF

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

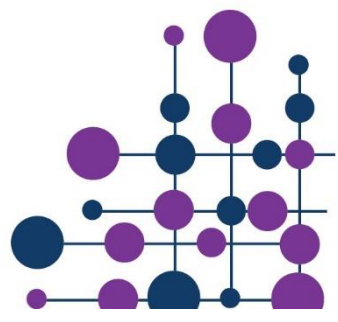
1. Out of directed teaching time and away from the classroom
2. Discreet and in a private enclosed space away from pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

- Staff should never contact pupils or parents/ carers from their personal mobile phone or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.
- Staff should always report to their line manager, text or images that could be viewed inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph/ film a pupil or allow themselves to be photographed. This guidance will safeguard members of staff and the school.
- Staff should understand that failure to comply with this policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

NB staff are to ensure that their personal devices (school tablet, phone etc) have a lock code on to ensure that children cannot readily access their personal information.

Please note: staff have permission to use their personal mobile phone only during emergency situations e.g. a lockdown scenario. In this case, staff will be allowed to communicate with other staff members within school and following the procedures as set out in the 'Lockdown Policy'.





Mobile Phone Parental Consent Form

Dear Parent/ Carer,

In accordance with our mobile phone policy, if your child must bring in a mobile phone to school, please could you sign the form below to give your permission for your child to do this and remind them of the school policy.

Your child will have their phone collected in the morning during registration. They should be collected at 3pm.

The school bears no responsibility for the loss or damage to a mobile phone.

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.

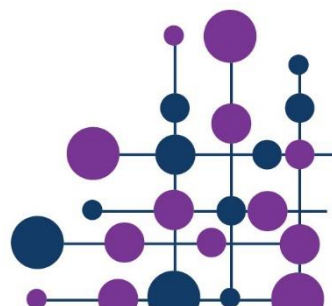
Thank you,

Mr Gough

MOBILE PHONE PARENTAL CONSENT

I give permission for my child..... to bring their mobile phone into school.
We have read the policy and understood its implications

Signed Date



Mobile Phone Policy (COVID Addendum)

Mobile phones are not recommended to be brought into school during the unprecedented circumstances surrounding the COVID-19 pandemic. The only exception to this may be where parents have provided consent for children to walk home independently (please see our arrival and collections policy particularly referring to the signed consent required to walk home unsupervised). In this scenario, mobile phones may be required so parents can make contact with their child.

If a mobile phone is brought into school, for the above purpose only, it must be switched off from the time the child enters the school site (not classroom);

Your child will be asked to leave their mobile phone (switched off) in a designated place within their 'bubble'. Please be aware that mobile phones will NOT be stored in a locked place throughout the day;

School staff can take no responsibility for the security of the mobile phone throughout the day and phones will not be taken to the office during this time;

If your child is seen with their mobile phone during the school day, it will be confiscated and not handed back to them. School will ask the parent/ carer to come and collect the phone from school staff at a suitable point;

Should your child be found using their phone inappropriately, or persistently breaking the above, the school reserves the right to withdraw this privilege and your child will no longer be permitted to bring their phone into school.

By allowing your child to bring their mobile phone into school, you are agreeing to abide by the statements set out above.

This addendum will remain in place until further notice.

