

# Community Primary School

## Hampshire



### Mobile Phone Policy

|                                        |                     |
|----------------------------------------|---------------------|
| Adopted on:                            | May 25              |
| Signed on behalf of the Governing Body | Mrs B Read<br>Chair |
| Review Date                            | May 27              |



## **Mobile Phone and Wearable Device Acceptable Use Policy**

### **Introduction**

At Cherrywood Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and wearable technology in school, and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

### **Pupils:**

- Pupils are not permitted to have mobile phones at school or on trips.
- Children from classes below Year 5 will not be granted permission to bring a mobile phone as it is a requirement for all of these children to be collected from school, meaning there is no need for them to bring a phone.
- If a parent requests permission for their child to bring a mobile phone to school, due to walking home without an adult:
  - the phone must be labelled, switched off and handed in to the admin office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
  - a mobile phone agreement signed by the parent and pupil.
  - children who do not follow these rules will have permission to bring a phone withdrawn.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.
- Smart watches/devices are not allowed in school. This is because they are a distraction and may interrupt learning, as well as presenting a potential safeguarding risk.

### **Staff:**

- Staff must have their phones on 'silent' or switched off during pupil facing time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made a member of the leadership team aware of this and can have their phone accessible, in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present – this includes messages as well as calls.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Phones will never be used to take photographs of children or to store their personal data.

- Smart watches and Fitbits are permitted to be worn by staff but are to be used only as a watch when working with children. Therefore all other functions must be disabled when staff are with children.

#### **Volunteers, Visitors, Governors and Contractors:**

- All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.
- On arrival, such visitors will be informed of our expectations around the use of mobile phones.

#### **Parents & other visitors:**

- While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phone as an essential means of communication at all times.
- We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We request that if they need to make or receive calls, and/or send or receive messages that they do so outside of the school building or away from pupils and staff.
- We request that parents do not use mobile phones while dropping off or picking up children from the classroom in order to support the safe handover of children.
- We do not allow parents or cares to photograph or film at school events. This is to support with safeguarding and ensure only children with correct permissions photos are published online. We give parents opportunities to take pictures of only their child at directed times, where possible, e.g. after an assembly has finished. We also share events in the school newsletter and on the school website.
- We very much appreciate our parents' support in implementing this policy in order to keep their children / our pupils safe.

#### **Related policies**

- ❖ Child Protection
- ❖ Staff Code of Conduct
- ❖ ICT Staff Acceptable Use
- ❖ Data Protection
- ❖ Privacy

Policy agreed on: May 2025

Policy due for review: May2027

Policy signed on behalf of governing body by: Betty Read