



Hemswell Cliff Primary School

Personal Technology

<u>Policy Information</u>			
Status:	Recommended with Safeguarding	Reviewed by:	Full Governors
Cycle of Review:	Two years	Policy Ratified:	March 2022
Signed as accepted:			

Key Points:

Both adults and pupils can misuse mobile phones.

They can become an instrument of bullying or harassment directed against pupils and staff members.

Introduction

Our school has a clear policy that pupils bringing mobile phones of all types, personal entertainment systems such as MP3 players, PDAs and portable games systems or any type of personal technology including recording devices, are not allowed in school at any time.

This policy provides guidance on the appropriate use of personal technology by any adults or pupils within the school, including the potential consequences of misuse.

Key points to be included in the policy

All mobile phone users should be aware that the use of phones, camera and filming functions is not allowed at any time in school whilst children are present.

Use of mobile phones during the school day should be limited.

Mobile phones should be switched off and left in a safe place during school time. Mobile phones should only be used in designated areas. The designated area is the staff room.

If a private call needs to be made then a request for a room can be made to the Senior Leadership Team or the school office. The sending and receiving of texts in classrooms or use camera phones is not permitted at any time.

Staff should never contact pupils from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, the school telephone should be used.

Staff should never store parents' or pupils' telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact.

Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate.

Camera technology

There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and staff members.

With regard to camera mobile phones, no adult in school should use their own phone to photograph a pupil or pupils, or allow themselves to be photographed by pupils.

Consequences of contravening this policy

Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation.

Any offence of this nature involving a pupil is likely to be viewed as a serious disciplinary offence up to and including dismissal.

Pupils

Mobile phones should not be brought to school unless parents feel it is absolutely necessary for their child's safety on the journey to and from school – for example if they might need to contact them to update arrangements for going home.

If it is absolutely necessary for a pupil to bring their mobile phone to school for the above reason, written permission must be obtained by parents from the headteacher and pupils must hand the phone in to the school office by 9 am and collect it at 3.15 pm, before they leave school for the day.

Under no circumstances will children have access to their phone in the class or be allowed to take it outside at break times between 9 am and 3.15 pm.

In this way we hope to avoid disruptive or irresponsible use of phones, for texting, taking photographs or accessing chat rooms.

School Trips

Pupils are not allowed to take mobile phones and personal entertainment systems on school trips. Staff members have parents contact details for emergencies and if parents need to contact their children this may be done through the school office or by arrangement with teaching staff.

On school trips, especially residential, we aim to get pupils communicating and working together on activities as part of a group developing their self-confidence and independence and the solitary nature of personal entertainment systems is not conducive to this.