



## **WESTFIELD PRIMARY SCHOOL AND NURSERY**

### **MOBILE PHONES USAGE POLICY**

**Date ratified: July 2022**

**Ratified by: FGB**

**Date to be reviewed: July 2025**

This policy provides information for teachers, pupils, parents, carers and visitors regarding the appropriate use of mobile phones during school hours.

The reasons for the policy are:

- to avoid pupils being distracted from their studies
- to reduce the potential risk of cyber bullying
- to minimise the risk of mobile phone misuse
- to limit the risk of damage to or theft of expensive electronic items
- to act as a safeguard for pupils, members of staff and the school

In recognition that some parents/carers wish their child to bring a mobile phone to school for safety and security reasons on the way to and from school, Westfield Pupils in Year 5 and 6 are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes during school hours. At all times the device must be switched onto silent, handed into the class teacher and then passed to the office for safe keeping. These are then returned at the end of the school day. If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

- The phone must be clearly labelled with the child's name, switched off or put on silent and given in to the office on arrival at school, via the box in the classroom
- The phone must be collected at the end of the school day from the office, again via the classroom box.
- The phone must be put away in the pupil's bag whilst leaving the school premises.
- Parents are advised that Westfield accepts no liability for the loss or damage to mobile phones which are brought into the school.
- Where a pupil is found with a mobile phone in school, during school time, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. 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 an appropriate person.

In addition to this guidance it is requested that parents are not using personal mobile phones in the school setting during school hours and phones are kept in a secure place such as a personal bag. If required mobile phones are only allowed to be used by parents / visitors in the designated area of the school foyer. We also ask that at pick up times parents "greet your child with a smile, not a mobile".

#### **Guidance for staff and volunteers - Personal Mobile devices (including phones)**

- The school allows staff to bring in personal mobile phones and devices for their own use. They should be kept out of sight in the learning environment
- The school does not allow a member of staff to contact a pupil or parent/ carer using their personal device unless with prior permission from the Head Teacher in an emergency situation.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought from the Head Teacher before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Mobile phones are not to be used in the classroom environment.
- Mobile phones should be switched off or to silent and out of sight whilst in school, unless in the designated areas – staff room, office, foyer, or classroom if no children are present