



Mobile Phones and Smart Watches Policy

This policy provides clear guidance on the use of mobile phones and smart watches in school by staff, visitors and pupils.

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This policy should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy or Disciplinary policy and associated procedures.

Introduction

Barnes Farm Junior School has a clear policy on mobile phones and smart watches linked to a mobile phone within the school and how they are stored and used during the school day.

Staff use

Staff use of mobile phones and smart watches during their working day should be:

- outside of their contracted hours/not during lesson time, assemblies, on playground duty, leading a club, etc.
- discreet and appropriate, e.g. not normally in the presence of pupils

Mobile phones should be switched off/on silent and left in a safe place during times of pupil contact. Smart watches may be worn but accessing functions other than the time should be as detailed above. The school cannot take responsibility for items that are lost or stolen.

Exceptions to these rules are class trips, sporting events and small group out-of-school visits, where their use is permitted to facilitate the health and safety of the member of the party.

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

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

With regard to camera phones and the camera function on a smart watch, a member of staff should never use their phone or watch to photograph a pupil or allow themselves to be photographed by pupils.

Parents, visitors or volunteers in school

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room or office. Personal cameras, smart watches and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying their children on school trips should not use their mobile cameras to take pictures of their children.

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If any staff member sees a visitor using a mobile phone on the premises during the school day, they should ask the visitor to put the phone away and show them to the staff room or office, where they may use their mobile phone.

Pupil use

Camera mobile phones are now almost universally the standard and a built-in digital camera enables users to take high-definition pictures and video. This is the same for many smart watches. These images can be sent instantly to other mobile phone and smart watch users or email addresses. They can also be posted on the internet or through Apps. There is a potential for camera mobile phones and smart watches to be misused in schools; they can become an instrument of bullying or harassment directed against pupils or/and teachers.

Smart watches are not allowed to be brought to school by pupils or on any school excursion. The remainder of this policy therefore refers to mobile phones.

We do not encourage pupils to bring mobile phones to school on the grounds that they cannot be used at school, they are valuable and may be lost or stolen. However, we recognise that in Years 5 and 6, mobile phones may have a part to play in securing pupils' personal safety before and after the school day on journeys to and from school. Our expectation is that in Years 3 and 4, pupils will be collected by an adult or responsible person and therefore children in those year groups are not allowed to bring in a mobile phone to school. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

When a child needs to bring a mobile phone into school, it must not be used on school grounds. This includes in the playgrounds before school or a pre-school club starts and after school or an after-school club finishes. The purpose of the phone being brought to school should only be to notify parents about the pupils' independent journey from/to home and this can be achieved before they enter/once they leave the premises. This rule is to help ensure the appropriate use of the mobile phone. Should parents need to get a message to pupils or vice-versa during the school day, this should be done via the usual school procedure via the school office.

When school begins, the phone must be switched off and handed in to their class teacher at the start of the day and collected from the teacher at the end of the day. All phones will be stored in separate class bags and taken to the school office for safe keeping during the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Barnes Farm Junior School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

If a pupil is found by a member of staff to be using a mobile phone on school premises, they will be asked to stop and reminded of the rules about its use. The phone may be confiscated from the pupil if the staff member feels this is appropriate. The mobile phone will be kept safe in the office and the pupil may

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collect the phone at the end of the school day. If this occurs more than once, then the school may confiscate the phone until an appropriate adult collects it.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff members, or writing messages that cause upset or offence, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy. If images or video has been taken or inappropriate messages written, the phone will not be returned to the pupil until the matter has been dealt with by a senior leader. This may include:

- recording a copy of the images/video/messages onto a school camera for use as evidence
- supervising the deletion of the relevant content by the pupil
- retaining the mobile phone until an appropriate adult can collect it and discuss the matter with a teacher or the Head teacher
- refer to the police, in instances where the content is deemed to be a matter for them to deal with

Should a pupil be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be allowed to bring a phone into school for a period of time defined by the Head teacher.

We ask that parents talk to their children about the inappropriate use of messages sent by mobile phone, as they can often be used to upset, intimidate or bully other pupils. This may be via text messaging, via apps such as WhatsApp and Messenger, and through online gaming devices. When it is deemed appropriate - particularly when it affects other pupils or staff members or the normal functioning of school - the school reserves its right to apply disciplinary measures in regard of inappropriate use of mobile phones outside of school.

The policy supports the policies for Health and Safety, Anti-bullying, Child Protection, Safeguarding and Internet/E-safety.

This policy will be monitored and reviewed as required.