

# Cherry Tree Primary School and Nursery

*Caring, Thriving, Preparing, Succeeding.*



## Policy for use of mobile 'phones by pupils

Policy created and Adopted by Governing Body	Spring 2014
This policy was updated	Spring 2016
Reviewed	Summer 2017
Reviewed	Summer 2021
Reviewed	Summer 2024
To be reviewed	As and when necessary

## Policy for use of mobile 'phones by pupils

### **Rationale:**

The school recognises that personal communication through mobile technologies is an accepted part of everyday life and that for parents who choose to allow their **Year 5 and Year 6** children to travel to and from school unescorted access to a mobile 'phone provides them with a degree of reassurance.

The school recognises that there is a need for such technologies to be used well i.e. with the right to use a mobile 'phone comes the responsibility to use it appropriately.

Our school accepts that parents give their children mobile 'phones to protect them from everyday risks involving personal security and safety.

Whilst we acknowledge a parent's right to allow their child to own / have use of a mobile 'phone, in respect of bringing a mobile 'phone or using a mobile 'phone in Cherry Tree Primary School and Nursery we set out below our expectations. We expect all parents to support the school and respect and abide by this.

### **Responsibility:**

It is the responsibility of parents, in the first instance, to ensure that they set clear expectations for their children in terms of the use of mobile 'phones.

The decision to provide a mobile 'phone to their children is made by parents. It is their responsibility to understand the capabilities of the mobile 'phone and the potential use/mis-use of those capabilities.

It is the responsibility of parents to verify that apps used by their children are appropriate; many apps e.g. Facebook, Instagram, require that the user is 13 years of age or older.

It is the responsibility of pupils who bring mobile 'phones to school to abide by the rules outlined in this policy and the school expects parents to support the school in this.

Parents should be aware if their child brings a mobile 'phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school does not and cannot accept responsibility for any loss, damage or costs incurred due a mobile 'phone being brought on to the school site by a pupil or its use whilst on the school site.

Parents are responsible for keeping the school informed of their child's current mobile 'phone make, model and number to aid return if lost or misplaced on the school site.

Parents are reminded that in cases of emergency, the school office (01268 523017) remains a vital and appropriate point of contact and can ensure their

child is reached quickly and assisted in any relevant way. Passing on messages or information through the school office also reduces the likelihood of disrupting lessons.

### **Acceptable Uses:**

- Mobile 'phone must be switched off and given in to the school office on arrival at school, the child handing the mobile in will need to sign it in;
- The mobile must be collected at the end of the school day from the school office, by the child who will need to sign that they have received the mobile.
- Mobile 'phones should not be used in any way that is disruptive to the routines of the school.
- Mobile 'phones are not to be left in school bags, coats etc. as an alternative to handing them in at the start of the school day.
- Pupils should protect their 'phone numbers by only giving them to close friends and keeping a note of whom they have given them to. (This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.)

### **Unacceptable Uses:**

- Mobile 'phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the time a pupil is on the school site or within the jurisdiction of staff of the school i.e. on school trips, attending clubs or other activities.
- The Bluetooth function of a mobile 'phone must be switched off at all times and not be used to send images or files to other mobile 'phones whilst on the school site or on school activities.
- Using mobile 'phones to bully and threaten other pupils is unacceptable. Cyber bullying will not be tolerated. *In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.* It is recommended that parents, as the responsible adults, check their child's 'phone regularly and talk to their child about responsible use and messaging.
- It is unacceptable for pupils to 'gang up' on another pupil and use their mobile 'phone (or other technology) to take videos and/or pictures to denigrate and humiliate that pupil. It is unacceptable to send such video and/or pictures to others (including other pupils) or upload it to a website for public viewing. This also includes using mobile 'phones to photograph or film any pupil or member of staff without their consent. *It is a criminal offence to use a mobile 'phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.*

- It is unacceptable to take video or a picture of a member of staff (or other visiting adult) without their permission. In the event that this happens, the pupil will be asked and expected to delete those images.
- Please remember that the bill payer is regarded as being the owner of a mobile 'phone and is liable for anything inappropriate that is carried out via that mobile 'phone.

### **Theft or damage:**

Parents should mark their child's mobile 'phone clearly with their child's name.

Pupils in Years 5 and Years 6, who have permission to bring a mobile 'phone to school, must follow the information set out in Acceptable Uses above.

The school accepts no responsibility for pupils who lose or have their mobile 'phones stolen while travelling to and from school or whilst on the school site.

Pupils are advised to keep their password/pin numbers confidential so that when in use their 'phones cannot be used/accessed by other pupils.

### **Inappropriate conduct:**

It is unacceptable to use vulgar, derogatory or obscene language while using a mobile 'phone.

Pupils with mobile 'phones should not engage in personal attacks, harass another person, or post private information about another person using SMS messages or other apps, taking/sending photos or objectionable images, and 'phone calls. Pupils using mobile 'phones to bully other pupils may face sanctions. *It should be noted that it is a criminal offence to use a mobile 'phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.*

Parents are urged to take an active interest in how their child uses their mobile 'phone and ensure that their child does not store any material on their 'phone which contains violent, degrading, racist or pornographic images. *The transmission of such images is a criminal offence.* Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence.

If a pupil is found with a mobile 'phone in school without authorisation, including the playground, the mobile will be taken from the child and held in the school office. Parents will be contacted and advised of this breach of policy and may be requested to come and collect the mobile.

If a pupil is found taking photographs or video footage with a mobile 'phone of either other children or staff, they will be asked to delete the images and / or film. The mobile will be removed from the pupil, as detailed above, and parents informed. There may be further disciplinary action depending on the circumstances in which the image(s) and / or film was taken. In certain circumstances it may be necessary to refer the matter to the Police.