



Mobile Phone, Smart and Wearable Technology Policy for Pupils

St James the Less RC Primary School

Mobile Phone Policy for Pupils of St James the Less

This policy relates to all mobile phones including other technologies which may be brought into school by children. This includes wearable technologies and other technologies that are capable of recording audio, images, video, receiving and making phone calls, and any kind of messaging facilities. It does not refer to technologies such as watches unless capable of the aforementioned.

The terms “mobile” and “phone” are used throughout this policy but this should be implicitly understood to refer to any device capable of those tasks specified in the first paragraph.

Pupils and Mobile Phones / Technologies

Whilst our school acknowledges that parents may wish their child to have a mobile phone in school, we strongly discourage our pupils from bringing them unless deemed essential by their parents and only when they are in Year 5 or Year 6.

At our school there will be no opportunity for children to use their phone throughout the school day. This includes educational visits and residential when pupils are not permitted to have such devices with them. Before any child will be permitted to bring a mobile phone or other specified technology parents must sign and agree to our acceptable use policy as defined below.

1. Parents and pupils must read and agree to the acceptable use policy before they are given permission to bring mobile phones to our school.
2. If parents need to contact pupils for any reason during the school day including while pupils are on residential activities, they must contact the school office in the usual way.
3. Only pupils who have written permission from their parents are entitled to bring mobile phones to school. We advise parents to only request this permission if their child walks to and from school without an adult. Even once permission is granted, parents should only allow their child to bring their phone on days when they are walking without an adult.
4. Pupils walking to and from school with a mobile phone must ensure it is out of sight in their bag or coat pockets. This is due to the risk pupils place themselves in by walking in the public with expensive handsets (assault and theft) not to mention the distraction mobile devices offer when children are crossing roads etc.
5. Pupils granted permission to bring their phone to school must ensure it is turned off on arrival and handed to their first lead adult. This may be the breakfast club leader or the first adult they encounter in class. The phone may only be turned back on when leaving the school gates.
6. Year 5 and Year 6 classrooms have baskets to collect mobile phones which are sent to the school office and collected at the end of the school day.
7. Pupils arriving late via the school office should hand their phone in to a member of the office staff before going to their class.
8. Pupils attending after school club (PALS), including sports club and pals must ensure the lead adult has control of pupil mobile phones.

9. The school cannot be held responsible for the security of mobile phones at any time. The school will accept no liability for any damage or loss for items brought in by pupils. On this basis, we would advise parents to only send devices with limited value and functionality in case devices are lost or damaged.
10. Before a child has access to any of these technologies, parents must ensure they are knowledgeable about the risks and follow the advice circulated by our school to ensure children make informed decisions about their online/mobile activities. Parents are welcome to contact our school at any time for help and advice.

Exceptional Circumstances - Health Exceptions

There are exceptional circumstances in which children need a mobile phone throughout the school day for health reasons. For example, a child who needs regular monitoring with type one diabetes may have a mobile phone which communicates with a wearable technology which reports on insulin levels. Any child who requires such monitoring will have a Health Care Plan, written by health professionals who will liaise closely with parents, school and child. Under these circumstances, strict controls will also be in place to ensure that this device is solely used for the agreed purpose and in agreed locations to prevent any misuse as defined in this policy.

Breaches of this policy

Failure to follow any specifications in this policy will be considered a misuse of a mobile phone and wearable technology and therefore a breach of this policy. The following are examples that would be considered breaches of policy. This list is not exhaustive. Both the head teacher and deputy headteacher have discretion to consider other examples of misuse.

Misuse examples: -

- A. Sending inappropriate messages direct or via posts such as social networking or blogging
- B. Accessing inappropriate content which is usually defined by age classification. Pupils should only access age-related content which is suited to their age. Parents who are notified that their children are accessing inappropriate content must take steps or will be considered in breach of this policy.
- C. Taking photographs audio or video in school including of people, staff or pupils, without agreed consent by all parties and the school
- D. Refusal to switch off a phone or hand over a phone at the request of a member of staff at any time whilst on school premises.
- E. using a mobile phone outside school hours to intimidate or upset staff or pupils will be considered a breach of these guidelines in the same way as such activity taking place in school time.
- F. bullying by text image video and e-mail messaging
- G. use of a mobile phone in banned locations and/or banned activities such as toilet areas and while pupils are getting changed. This would be considered a serious breach and possibly a Police matter
- H. using a mobile phone/device outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil its mission as a Catholic school at the centre of its community, providing a clear moral and ethical lead.

Dealing with breaches

Misuse of the mobile phone will be dealt with using the same principles set out in the school's Behaviour for Learning Policy, with the response being proportionate to the severity of the misuse and age of pupil. Pupils are aware that serious misuse may lead not only to the confiscation of their mobile phone but may include the pupil being internally or externally excluded from school. School will always follow safeguarding procedures in responding to any misuse of technologies.

Where a pupil commits acts which cause serious harassments alarm or distress to another pupil, the school will consider the impact on the victim in deciding an appropriate sanction. This will align with other school policies.

Where it is deemed necessary to examine the contents of a mobile phone, this will be done by a member of staff, usually in the presence of a senior leader and the pupil. N.B. Parental permission is not required for this. The action will be properly recorded using our reporting system.

Confiscation Procedure

- I. Pupils and their parents should be very clear that the school is within its rights to confiscate a phone where it believes guidelines have been breached.
- II. In cases where the phone has been used for an unacceptable purpose the head teacher or a designated staff member will have the right to view files stored in confiscated equipment and, if necessary, seek the cooperation of parents in deleting any files which are in clear breach of this policy unless they are to be preserved as evidence.
- III. Confiscated phones can only be collected by the parent, or an adult nominated by them.
- IV. Confiscation and any other identified breaches of this policy will automatically trigger a review of permission to bring a mobile device into school. The school reserves the right to remove permission if it considers a child has breached this policy or is likely to do so. The decision to safeguard other pupils will always take priority over any parent wanting their child to have a phone to walk home with.
- V. The school will write to parents to explain any decision to deny permission to bring a phone to school. Any reinstated permission will be subject to a meeting and signing of a new agreement.

Review of Policy

This policy should be reviewed annually and in response to any emerging technologies which require adaptation to safeguard our pupils.

St James the Less RC Primary School – Permission Form

Mobile Phone Request Permission Agreement – Parent and Child

Please complete this form to request permission for your child to bring their mobile phone or other specified technology into school.

PUPIL DETAILS	
Pupil Name	
Year Group	
Parent(s) Name (s)	
Please specify reason for request and type of device	

The school will agree for your child to bring their mobile phone, or other specified technology, on condition that the following is understood:

- Mobile phones may only be brought to school as long as the “Mobile Phone, Smart and Wearable Technology Policy” is followed.
- The reason to request a phone in school is approved by the school and this policy.
- The policy has been read, understood and will be adhered to by parents and the child.
- Both parents and child sign their acceptance and agreement to all conditions in this policy

Name of Child: _____

Signature of Child: _____

Signature of Parent(s) /Carer(s): _____ / _____

Date of request _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	
Office note – copy acceptance and a return to child. Retain other in pupil green folder	