



# Mobile Phone Policy 2016

**Consultation that has taken place:** This policy has been developed by the Headteacher in consultation with the Governing Body.

**How the policy will be disseminated to the school's community:** This policy is available on the school's website. Copies are available from the office.

**Date Policy Formally Approved By Governors:** 5 October 2016

**Date Policy Becomes Effective:** 6 October 2016

**Review Date(s):** Autumn 2019

**Person(s) responsible for Implementation and Monitoring:** Headteacher.

## 1. Purpose

1.1. This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue.

1.2. Kea School has established the following policy for mobile phones that provides guidelines and instructions for the appropriate use of mobile phones during school hours.

1.3. All adults within the school must accept the policy before bringing mobile phones onto the school premises. It is contained in the staff handbook and in notes for visitors in the signing in book.

1.4. Adults are permitted to use their own mobile phone whilst on trips, camps and extra-curricular activities, but must sign the Schools Acceptable Use Policy.

## 2. Acceptable Uses

2.1. Mobile phones should be switched off and kept out of sight during classroom lessons and while in the school building or in the grounds, when in the presence of children. Staff may use their phones in the staff room during breaks where no children are allowed in the room. Exceptions may be permitted only in exceptional circumstances, if the adult, specifically requests its use from the Headteacher. Permission must be sought from the headteacher prior to the phone being kept on in school and phones should not be taken onto the playground at any times.

2.2. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.

### **3. Unacceptable Uses**

3.1. Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, use the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.

3.2. The Bluetooth and other wireless or near field communication methods of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

3.3. Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.

3.4. Personal mobile phones will not be used to take photographs of the children.

3.5. Using mobile phones to bully and threaten others is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

### **4. Theft or Damage**

4.1. Adults who bring a mobile phone to school should leave it locked away in their cupboard or locker when they arrive or stored in the staffroom.

4.2. Mobile phones that are found in the school and whose owner cannot be located should be handed to the school office. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

### **5. Pupils**

5.1. Pupils may only bring mobile phones to school in exceptional circumstances and with permission of their parent/carer, giving the reason why the pupil needs the phone at school. The phones are to be handed into the school office and collected as the child leaves the school. Any mobile phones found or seen on a pupil will be confiscated and will need to be collected by a parent or carer.

5.2. The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

### **6. Inappropriate Conduct**

6.1. Any adult/pupil/s caught using a mobile phone in an inappropriate manner will face disciplinary action as sanctioned by the head teacher and/or the governing body.

6.2. Mobile phones should not be used to take photographs of the children.

6.3. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the head teacher is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.