



# Mobile Phone and Wearable Device Policy

<b>Written By</b>	<b>Senior Staff, School Office team</b>
<b>Frequency of Review</b>	<b>4 years</b>
<b>Date reviewed and approved by Governing Body</b>	<b>November 2019</b>
<b>Date of next review</b>	<b>November 2023</b>
<b>Display on Website</b>	✓
<b>Purpose</b>	The School ensures that there are clear guidance for staff, pupils and parents for use of mobile phones and wearable devices such as smart watches and fit bits.
<b>Consultation</b>	<b>Governors</b> ✓
	<b>Parents</b> x
	<b>Pupils</b> x
	<b>Staff</b> ✓
<b>Links with other policies</b>	Safeguarding Child protection

## **Rationale:**

At Burlington Junior School we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions.

We are however, very aware of the possible dangers of the misuse of technology, specifically mobile phones. This policy therefore aims to provide guidance to staff, pupils and parents. It aims to do this ensuring privacy is protected, online safety is preserved and valuable equipment is looked after appropriately.

With the evolution of mobile and wearable technology including camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

## **Policy**

**The school cannot take responsibility for any loss or damage to mobile phones or devices.**

### **For Staff**

For those members of staff who are class based, phones should be switched off or to silent mode and should be kept in the provided lockers in the staffroom or classroom cupboards during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children.

Staff use of mobile phones and wearable devices during their working day should be:

- Discreet and appropriate
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils via their own personal mobile and should not supply their mobile number to parents of children at the school.

Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils.

If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the head teacher.

### **For Parents:**

We ask that parents do not encourage children to bring mobile phones to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment.

It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly.

It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

### **For Pupils:**

Smart watches/devices e.g Fitbits are not allowed in school. This is because they are a distraction and may interrupt learning. Mobile phones are not allowed to be brought into school by children in years 3 & 4. It is a requirement that all our younger pupils are collected from school by a responsible adult. The need for a child of these ages to make telephone contact after school will therefore not arise.

### Year 5-6 children

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

- Phones are to be handed into your teacher and are then sent to the school office at the beginning of the day. They will be returned at the end of the day in class.
- Phones are to be switched off
- Phones will be stored in an office cupboard clearly labelled with the child's name in a class bag. **It cannot be guaranteed that these cupboards be locked at all times as members of staff require to access to resources/materials/possessions**
- The taking of photographs and video footage using a camera phone is strictly prohibited
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a senior teacher

### **Misuse**

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- On the first occasion, the phone will be confiscated for an agreed period of time. Parents/carers will be contacted. On the second occasion the phone will be confiscated for a longer period of time. Parents/carers will be notified. After the third occasion the school will withdraw the agreement to allow the child to bring the mobile phone to school.