



KSM Pupil Mobile Phone Policy



For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. There are a growing number of primary pupils who now have personal ownership of a mobile phone, including smart phones with internet capability, an integrated camera and video recording capability. When used creatively and responsibly this type of phone has great potential to support pupils' learning experiences and schools are beginning to incorporate such devices, along with other mobile devices such as the I-pad, I-pod or tablet computers, into their curriculum.

While we at KSM fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, KSM Primary does not permit pupils bringing mobile phones in year groups below Year 5 & 6.

School Rules for the Acceptable Use of a Mobile Phone in School by Primary Pupils

If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- When a child needs to bring a phone into school the phone must be switched off and left in the school office at the start of the day (from 8.40 a.m.) and collected at the end of the day at 3.00pm. Pupil's phones will be kept in a bag in a locked cupboard during the school day.
- Phones should be clearly labelled with their name, so that each pupil knows their own phone. Parents are advised that Kington St. Michael CE Primary school accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds.
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the Senior Leadership Team. The pupil may collect the phone from the school office at the end of the school day.
- Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader.
- Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy.
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the

school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher when requested.
- Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.
- School will not charge pupils mobile phones during the school day. It is the parent's responsibility to ensure their child's phone is charged.
- Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.
- Mobile phones are not permitted on school trips, visits or residential trips.

Example of Misuse of Mobile Phones

- Online bullying by text, image and email messaging
- Taking and sharing inappropriate pictures
- Access to inappropriate websites bypassing the school filtering system
- General disruption to learning caused by pupils accessing phones in lessons
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- Pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- Publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk
- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)

Where the Phone Has Been Used For An Unacceptable Purpose

The Headteacher or a member of the senior leadership team will have the right to view files stored in confiscated equipment and will seek the cooperation parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence. If required evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen. School should consider whether an incident should be reported to the school Designated Safeguarding Lead. The designated staff member will monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines. In the case of repeated misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. Serious misuse may lead to the confiscation of the mobile phone, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances an offence may have to be reported to the Police.

If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction and parents will be involved.

Dealing with a Misuse of Phone

It is expected that most incidents of misuse of the mobile phone will be dealt with using the same principles set out in the school Behaviour Policy, with the response being proportionate to the severity of the misuse. However school needs to be aware that there are some more serious incidents of misuse of the mobile phone which may have to be addressed (see above) and that they should agree with the governing body the sanctions which will apply in this situation.

Confiscation Procedure

If it becomes necessary to confiscate a mobile phone then:

- The pupil or their parent will be informed that the phone can be collected at the end of school day from the designated person.
- The confiscation will be recorded by the school for monitoring purposes.
- Schools will ensure that confiscated equipment is stored in a named bag so that it is returned to the correct person.
- In the case of repeated misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone
- Where a pupil persistently breaches the guidelines, following a clear warning, the Head Teacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

[KSM Pupil Acceptable Use of a Mobile phone in school Agreements](#)

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Phone Acceptable Use Agreement before being allowed to bring their mobile phone to school. Please see attached below.

KSM Pupil Mobile Phone Acceptable Use Agreement

- All pupils in Year 5 and Year 6 bringing a phone into school must have a good reason for doing so, and must have returned this agreement **prior** to bringing their phone into school.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer at the end of the school day.
- All phones must be turned off before handing into the school office when the pupil arrives each morning.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- Children are not permitted to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.

Name of Child

Reason for needing a mobile phone in school

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature _____

Date _____

Pupil: I will follow the school mobile phone rules.

Pupil signature _____

Date _____