



MOBILE PHONE POLICY

Policy

This policy outlines the appropriate use of mobile phones on our school site.

Rationale

The staff and Governing Body of Godalming Junior School recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians request that their children bring a mobile phone to school for before and after school safety/security reasons. The school strongly discourages the bringing of mobile phones to school by pupils and to this end; it does not allow mobile phones on site unless parents have sought permission from the headteacher or member of senior leadership.

Aims

To inform all members of our school community about the acceptable use of mobile phones at our school. To outline the procedures and processes of this policy.

Guidelines

Staff

During teaching time (8.35am - 10.05am, 10.20am to 12.15pm, and 1.15pm - 3.15pm), while on playground duty and during meetings, mobile phones will be:

1. Switched off or put on 'silent' or 'discreet' mode.
2. Locked or shut away (along with handbags) for security purposes and not be visible on desks or in open drawers or containers
3. Not accessed or viewed

In urgent or exceptional situations, permission must be sought from the headteacher or senior leader to allow mobile phones to be accessible within class. Mobile phone use will not be permitted in classrooms during teaching time or playgrounds during lessons or playtime. Permitted use of phones will only be in administration or staff only areas.

Pupils

- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Pupils remain responsible for all of their personal effects whilst at school.
- If a pupil wishes to bring a mobile phone to school their parent must receive permission from the Headteacher.



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- If permission is given then, on entry to the site, the phone is switched off and then it must be handed into the school office with the phone not being switched on until the pupil has left the school site.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.
- Parents are reminded that in cases of emergency the school office remains the only point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- If pupils do bring their mobile phone to school it should be clearly marked with their name.

Consequences

In line with our Behaviour Management Policy, pupils who fail to follow these guidelines, the following consequences may be applied:

- Confiscation of the mobile phone (parents will be contacted and the phone handed to parents).
- A pupil being banned from bringing a mobile phone onto the school grounds.

School Educational Visits or events

All adults attending a school educational visit or events are permitted and actively encouraged to bring a mobile phone. School policy and procedure states that the numbers of these mobile phones are recorded on the appropriate paperwork and shared with the school and other adults attending the educational visit or event.

During the educational visit:

1. Mobile phones will be switched on and the ringer activated
2. No personal calls or text messaging to be undertaken unless with permission of the group leader.
3. Any permitted personal calls or texts must be undertaken away from the pupils but must never result in any pupil or group of pupils being unsupervised
4. Internet access is only allowed with the permission of the group leader and only in extreme circumstances

No access to any social media sites is allowed

Personal mobile phones must NEVER be used for photographing school educational visits or events.

Consequences

Disciplinary action may result if members of staff do not follow these rules. If a parent does not follow these rules then they will not be invited to attend school educational visits in the future and the school will undertake all appropriate measures if their actions put the pupils or the good name of the school at risk.



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Inappropriate Use (staff, other adults and pupils)

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- threatens or is likely to threaten the safety or well-being of any person; or
- is in breach of any law.

Since mobile phones are not allowed in school the school accepts no responsibility for inappropriate use within school hours. The school does not accept any responsibility for inappropriate use of mobile phones outside of school hours and expects parents to deal with these incidents. Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of laptops, tablets, portable computer games, ipods and similar devices.