

St. Andrew's C.P. School



Kirk Ella

# Pupils Mobile Phone Policy

Date of last Review: Spring 2025

Review in: Spring 2027



## **Kirk Ella St Andrews' CP School**

### **Mobile Phone Policy**

#### **Statement of intent**

Mobile phones have become widely available and accessible to pupils.

Kirk Ella St Andrews Primary School accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security but understands that such device pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how mobile phones should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

1.1. This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- E-safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy

#### **Key roles and responsibilities**

1.2. The governing board has overall responsibility for:

- The implementation of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

1.3. The headteacher has responsibility for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.

1.4. Parents are responsible for ensuring that their children are aware of the rules of mobile phone use set out below.

1.5. Pupils are responsible for adhering to the provisions outlined in this policy.

## **Ownership and responsibility**

- 1.6. Pupils are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either at school or travelling to and from school. Please make arrangements to include this on your household insurance or other appropriate cover.
- 1.7. Pupils are responsible for replacing lost or damaged school property, including electronic devices.

## **Acceptable use**

- 1.8. Pupils in Foundation to year 4 should not bring mobile phones to school.
- 1.9. Year 5 and 6 pupils should only bring their mobile to school if they are walking to or from school alone and with prior agreement by the headteacher.
- 1.10. All pupils and parents are expected to sign the Pupil Mobile Phone Agreement and confirm they understand what is expected regarding the use of mobile phones before they can be brought in to school.
- 1.11. Mobile phones should be turned off before entering the school grounds.
- 1.12. They should be handed in to the class teacher in a morning, they are then placed in the wallet and taken to the office.
- 1.13. This should then be collected by the monitor before the end of the day and distributed to pupils by the class teacher.
- 1.14. Pupils going to afterschool clubs should leave their phones switched off and placed in their bag.
- 1.15. Office staff or teachers will not be responsible for returning the mobile phones to class.

## **Unacceptable use**

- 1.16. Mobile phones should not be used by pupils in school under any circumstances.
- 1.17. If pupils fall ill during school hours, they will not use their mobile device to contact parents; they must use the agreed procedures.

## **Spot checks**

- 1.18. A staff member may request to look in a pupil's bag if they have reason to believe a mobile phone is in there which has not been handed in.

### **Sanctions**

- 1.19. Bringing a mobile phone to school is a privilege which can be revoked at any time if pupils do not follow procedures outlined in this policy.
- 1.20. Pupils found bringing a mobile phone into school without written permission will have their device confiscated and it can be collected by a parent at the end of the day.

### **Policy review**

- 1.21. This policy is reviewed annually by the headteacher and DSL.
- 1.22. Any changes to this policy will be communicated to members of staff by the headteacher.
- 1.23. The scheduled review date for this policy is Spring 2027



## Pupil Personal Electronic Devices Agreement

### Pupil Personal Electronic Devices Agreement

I, \_\_\_\_\_, understand that bringing a personal electronic device to school is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

**Signed by**

<b>Pupil</b>	<b>Date</b>
<b>Parent</b>	<b>Date</b>
<b>Class Teacher</b>	<b>Date</b>

### Parental Personal Electronic Devices Agreement

I, \_\_\_\_\_, recognise Kirk Ella St Andrews Primary School bears no responsibility for mobile phones lost, damaged or stolen on school property or on journeys to and from school. I agree to the terms of this policy and will discuss the responsibility of owning a mobile phone with my child (name) \_\_\_\_\_. I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

**Signed by**

<b>Parent</b>	<b>Date</b>
<b>Class Teacher</b>	<b>Date</b>

