



## **Mobile Phone Policy**

### **Policy**

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

### **Rationale**

The staff and School Council of Biggin Hill Primary School recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

### **Aims**

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

### **Guidelines**

#### **Staff**

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.

#### **Students**

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.



## **Mobile Phone Policy**

- Students remain responsible for all of their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a student 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 a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission Slip and they must hand the phone in at the office before school and collect it at the end of the school day. The phones will be secured in the office and students can retrieve their phone at the conclusion of the day.
- If students do bring their mobile phone to school it should be clearly marked with their name.

### **Sanctions**

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

- Confiscation of the mobile phone (handed back to student or parent at the end of the day).
- An office time-out or in school suspension.
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

### **Inappropriate Use**

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 wellbeing of any person; or
- is in breach of any law.

Inappropriate use of mobile phones will include students 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. This type of misuse will be dealt with under the Student Behaviour Policy.



## **Mobile Phone Policy**

*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 portable computer games, ipods and similar devices.

### **Exemptions**

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.

James Ellis  
Headteacher