


# Shelton Junior School



## Mobile Phone, Smart Watch and Device Policy

<b>Headteacher Approval</b>  <b>Name:</b> Mr Jon Bacon <b>Date:</b> 29/01/2024	<b>Governor Approval</b> <b>DELEGATED TO HEADTEACHER</b>	<b>Shelton Junior School</b> <i>Mobile Phone, Smart Watch and Device Policy</i>  Last Reviewed: March 2024 Review date: March 2025
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# Introduction

## Pupils

Shelton Junior School has a clear policy on allowing pupils to bring mobile devices into school and this policy makes explicit reference to smart mobile phones and Smart Watches that can access online services, social media and the internet.

Smart devices are now popular among children and have become an integral part of their every day lives. The increasing sophistication of devices presents a number of issues for schools:

- The high value of devices
- The integration of cameras or microphones can lead to potential child protection, data protection or breaches of confidentiality
- The potential to use the device within school time

While we fully acknowledge a parent's right to allow their child to bring a mobile device to school if they walk to and from school without adult supervision, Shelton Junior School discourages pupils bringing mobile phones, smart watches or other connected devices to school due to the potential issues raised above.

- Only children in year 5 or 6 may bring a mobile phone, Smart Watch or connected device in to school.
- Mobile phones, Smart Watches or connected devices must not be used for any purpose (calling, texting, emails, accessing the internet, social media, taking pictures or videos) during school hours
- When a child needs to bring a mobile phone or connected device into school, a permission slip must be signed by the parent and the phone must be handed in at the start of the day and collected at the end of the day.
- Smart Watches with camera facilities OR independent access to the internet must also be switched off and handed in.
- Smart watches without independent connectivity and cameras may be worn providing they are being used for no other function beyond telling the time. Where a watch is distracting a child or their peers from learning, the teacher will confiscate and parents will be requested to ensure they don't bring the device to school.
- Devices should be clearly marked so that each pupil knows their own device.
- If a pupil is found taking photographs or video footage with a mobile phone or other device of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.
- If images of other pupils or teacher have been taken, the device 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.

- We ask that parents should talk to their children about the appropriate use of text messages, photos, videos or Snaps as they can be used to bully pupils.
- 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.

**Parents are advised that Shelton Junior School accepts no responsibility or liability whatsoever for the theft, loss, damage or health effects (potential or actual) relating to devices which are brought into school or school grounds.**

The policy supports the Health & Safety, Code of Conduct, Behaviour, Child Protection and E-safety policies. This policy will be monitored and reviewed as required.

## Parent, Visitors or Volunteers

Adults either in school or accompanying children on school trips should not use their cameras or mobile device to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office area. Personal cameras and mobile phone cameras should not be used to take pictures of children or any part of school. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

## Staff

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

- outside of their contracted hours
- discreet and appropriate eg: not in the presence of pupils

Mobile phones or devices that have independent internet connectivity, microphones or cameras, should be switched off and left in the staff room during lesson times. The school cannot take responsibility for items that are damaged, lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use a school telephone.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

A member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils without prior permission of the Headteacher.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Staff Code of Conduct, Staff Discipline Policy and associated procedures.

## Appendix 1 - Mobile Device Parental Consent Form

Dear Parent/Carer,

In accordance with our Mobile Phone, Smart Watch and Device Policy, please sign and return the form below, if you wish your child to bring a mobile phone to school.

Your child will need to switch off and hand over their devices before they enter the school grounds.

The school bears no responsibility for the loss or damage to any device brought to school.

Your child's device should be appropriately marked so that they can recognise it.

Should your child be found using their device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely,

Mr J Bacon

Head teacher

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### MOBILE PHONE, SMART WATCH AND DEVICE PARENTAL CONSENT

I/we give permission for our child \_\_\_\_\_ in Year \_\_\_\_ to bring their mobile phone, smart watch or other device into school.

**Tick**

I/we understand that school takes no responsibility or liability for items that are damaged, lost or stolen.

I/we have read the policy and understand its implications.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_