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# Brentfield Primary School

Children of Today, Champions for Tomorrow

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## Acceptable Use of Mobile Phone Policy and Procedure

Head Teacher	Nicola Harmer
Person Responsible	Nicola Harmer
Review Date	January 2025

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## 1. PURPOSE

This Acceptable Use Policy has been formulated to ensure that mobile phones are only brought to school for a valid reason and that potential issues involving mobile phones can be clearly identified and addressed. Mobile phones are considered banned unless used in accordance with this policy and as such can be confiscated until a parent collects it.

1.1 Brentfield Primary School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils and parents guidelines and instructions for the appropriate use of mobile phones during school hours.

1.2 Pupils, their parents or guardians must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

1.3 Use of mobile phones presents a number of problems, including:

- Mobile phones can be valuable items and might render a pupil vulnerable to theft;
- Mobile phones (and their cost and level of sophistication – or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
- Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

## 2. RATIONALE

Brentfield Primary School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children walking to school alone or travelling alone on public transport. It is recognised that providing a child with a mobile phone doesn't make them safe but rather gives parents and pupils reassurance that they can contact each other if they need to speak urgently.

## 3. RESPONSIBILITY

3.1 Permission to have a mobile phone at school is offered to Year 6 and Year 5 children only while the child is under the school's supervision. This is in accordance with the schools suggested ages that children can have permission to travel to and from school alone. It is dependent on Head Teacher and parent/guardian permission in the form of a signed copy of this policy. The school or parents/guardians may revoke approval at any time.

3.2 During school hours, the phone must remain switched off and kept in the school office. It may not be used, for any purpose, on school premises, grounds or during offsite school activities (such as school swimming or sports activities).

3.3 Parents should be aware if their child takes a mobile phone to school.

3.4 Where a child is found, by a member of staff, to be in unauthorised possession of a mobile phone, the phone will be confiscated from the pupil and returned only to the parent or guardian.

3.5 The teaching staff reserve the right to view the content of any child's mobile phone at any time in respect to issues regarding the safeguarding of children.

3.6 This policy is linked into the school's behaviour policy. The school will treat breaches as they would treat any other breach of school rules and discipline accordingly.

### 3. ACCEPTABLE USES

4.1 Mobile phones should be switched off and kept by the school office when on school premises.

4.2 Pupils should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the pupil's number from unwanted messages and calls.

4.3 Pupils are advised not to use their mobile phones as they walk to school, unless there is an emergency, so that they are paying full attention to crossing roads and to avoid any potential theft.

### 4. UNACCEPTABLE USES

5.1 Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

5.2 Using mobile phones to photograph or film any child is unacceptable

5.3 Use of social media sites to harass or bully pupils is unacceptable

All of the above will be dealt with through the school's behaviour sanctions.

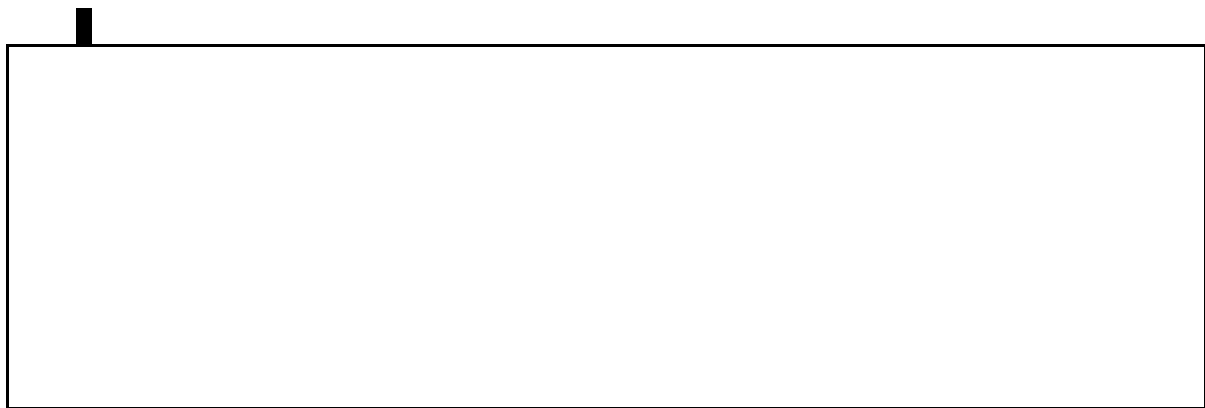
5. THEFT OR DAMAGE

6.1 Pupils should mark their mobile phone clearly with their names.

6.2 Pupils who bring a mobile phone to school should NEVER leave it in their coat/bag/locker when they arrive. Mobile phones will be kept by the school office.

6.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones whilst on the school premises.

6.4 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.



Please complete and return to Mrs Harmer

**Acceptable Use of Mobile Phones Policy**

Dear Mrs Harmer,

**RE: Request for mobile phone in school**

I wish to seek permission for Child's name .....  
in class ..... to bring a mobile phone to school.

The reason for this request is

I have read the school's acceptable use of mobile phone policy

I understand that the phone will be kept in the school office during the day and my child is responsible for taking it to/collecting it from the school office

I understand that the school accepts no responsibility for replacing lost, damaged or stolen phones, whilst on the school premises.

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Signed ..... Parent/Guardian Date .....

Authorised by Head teacher

Signed..... Date.....