



# Danemill Primary School

*Only the best is good enough.*

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## **Mobile Phone Policy**

*Danemill Primary School is committed to ensuring the safety of the children in its care. We recognise the importance of mobile devices in school for communication and educational purposes but are aware that casual or inappropriate use of devices in the school could pose a risk to children.*

*This policy applies to all staff, children and volunteers and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action. However, the school takes a practical and common sense approach to this policy and staff should always act with professionalism and with a duty of care to children.*

### **Children's personal mobile devices**

Parents and carers should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phones and other digital devices by pupils. Our expectation is, if a pupil needs to contact his/her parents/carers, they will be allowed to use a school phone. If parents or carers need to contact children urgently, they should phone the school office, and a message will be relayed promptly.

Under no circumstances, will pupils be allowed to take mobile phones on school excursions (including residential trips).

- Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports).
- The phone should be given to the office at the start of the school day and collected at the end of the day.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices, will be made aware of boundaries and consequences and encouraged to use PIN's and other security as necessary.
- Under no circumstances, should there be access to phones during the school day or should be left in pupils' bags, coats or folders.
- Parents/carers will need to complete a permission form and hand this to the office to enable their child to bring a phone to school.

- With consideration to this, it is to be made clear to parents/carers that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

### **Inappropriate conduct**

Using mobile phones to bully or threaten pupils or staff is unacceptable. Cyberbullying will not be tolerated. In some cases, it could constitute criminal behaviour. Using technology to humiliate, embarrass or cause offence will not be tolerated, regardless of whether 'consent' was given. It is forbidden for pupils to use their own or other pupils' mobile phones to take videos and pictures of acts to denigrate or humiliate others. This also includes using mobile phones to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Any pupil who uses vulgar, derogatory or obscene language, while using a mobile phone, will face disciplinary action. Pupils may not engage in personal attacks, harass another person or post private information using SMS messaging, taking/sending photos or objectionable images or making phone calls. Pupils using mobile phones to bully other pupils will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.]* Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.

### **Sanctions**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phones into school.

On the first infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student would be able to collect the mobile phone at the end of the school day and a record would be made of the incident. A letter would also be sent to the parent/carer to inform them of the incident.

On the second infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents or carers would be notified and the pupil would not be permitted to collect the phone without a parent/carer's consent. If a parent/carer were unable to attend the school, they would be permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident would be recorded.

On the third infringement, the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents or carers would be notified and the pupil would not be permitted to collect the phone without a parent/carer present. After the third infringement the school would withdraw the agreement to allow the student to bring the mobile telephone to school.

### **Staff personal mobile devices**

- Staff should not carry personal mobile devices while working, unless prior agreement has been sought from the Head teacher regarding special usage eg. trips. This protects staff from being distracted from their work, and from allegations of inappropriate use. Staff phones should be kept in an agreed area in the school.
- If staff have a break time during their working hours, they may use their personal device during these times, in an agreed area not used by children e.g. in the office / staff room.
- Where it is essential for staff to make a personal call during a session, they should (with the agreement of their line manager), make this in the agreed area, not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- Staff must ensure that before their mobile device has been linked to the school network, the school technician has issued a compliance certificate.
- A mobile phone will be taken on whole-group outings in accordance with guidance. The *Statutory framework for the Early Years Foundation Stage* states that providers should take contact telephone numbers and a mobile phone on outings.
- Staff should avoid using a personal device to take pictures or videos of children. They should only do so for the purpose of promoting and developing education for children. If a photograph/video has been taken, staff must delete the photo/video of the child at the earliest opportunity after it has been taken. Staff should not keep a store of photos of children they work with on a personal device.
- In addition, staff should check which families have given permission for their children to have photos and videos taken, before taking one

### **The School notes the following Ofsted advice**

‘Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of supervision and care of children.’

‘If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgments, including setting an action.’

### **Photographs**

It is recognised that one of the key ways to support children’s development, and engage parents and carers in children’s learning, is through photographs that record children’s activities and achievements.

Each school must seek permission from parents/carers to take photographs of their children, for this purpose when a child joins the school. It is a parent’s or carer’s responsibility to inform the school if they wish to amend their permission.

No staff should keep photographs on devices on that leave the school site for long periods of time. All children’s media should be archived on the school server and children’s media delete when no longer required.

## **Parents and Visitors**

The school will display a notice advising visitors and parents/carers that mobile devices are not to be used in the setting.

Parents, carers and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies, so that there is no disruption to the school's programmes. Notwithstanding this, we accept that there may be some parents/carers who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

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**Danemill**  
Primary School

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Miss T Lawrence  
Headteacher

Mrs J Hickenbottom  
Deputy Headteacher

Dear Parent/Carer

In accordance with our mobile phone policy, if you wish your child to bring a mobile phone to school on a regular basis, please could you sign the form below giving your permission for your child to do this. Please also remind your child of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will withdraw permission for them to bring their phone into school.

Thank you.

Yours sincerely,

Miss T. Lawrence

Head teacher

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**MOBILE PHONE PARENTAL CONSENT**

I/we give permission for our child (name) ..... in Year .....  
to bring their mobile phone into school.

We have read the policy and understand its implications.

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

PLEASE RETURN THIS PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.

