



Mobile Electronic Device Policy

Introductory Statement

This policy has been created in response to increasing ownership by pupils of mobile phones and other electronic devices (for example, wearable Smart technology). This policy seeks to provide clear guidelines when a pupil needs to have a mobile phone / device in school for valid reasons. This policy also outlines sanctions that will be used to prevent devices distracting children from learning or interfering with the safety of those within the school community.

Rationale

- Mobile phones and other electronic devices can be intrusive and distracting in school;
- The use of a device in school could result in inappropriate images, texts or recordings being made or viewed by pupils;
- Internet access on non-school devices are rarely adequately filtered. Devices can have 3G or 4G capability and this would bypass the filtering systems in place at school;
- Wearable devices such as Apple Watches and Fit Bits make it increasingly difficult to prevent distractions caused by the immediate availability of internet access and subsequent access to applications and social media tools;
- Inappropriate use of technology, including cyber-bullying, is more difficult to detect as systems are not filtered or monitored on pupil-owned devices;
- These devices are often of high value, and so expensive to replace if they are lost or broken.

This policy links to other policies in our school – Safeguarding Policy, Positive Behaviour Policy, Anti-Bullying Policy and E-Safety Policy.

Internal School Procedures

The following are the guidelines for mobile phone usage at St Lawrence School:

- Pupils are not allowed to use a mobile on the school grounds or in the school building including during afternoon / evening events such as School Discos, School Productions or Football Matches;
- In the event of a pupil needing to bring a mobile phone to school for their journey to or from school, the following procedure will be followed:
 - (i) The mobile phone is switched off before entering school grounds and is put away until the pupil enters school;
 - (ii) On entering the school, the pupil will hand the phone to the School Secretary for safekeeping for the day;
 - (iii) The phone can be collected at the end of the school day and must remain switched off until the pupil has left school premises;
 - (iv) A note from the parent / guardian will be sent in, acknowledging that they are aware that their child is bringing a device to school and that they understand that the phone will be held for safekeeping at the main school office;
 - (v) On school outings, the mobile phone will remain in school unless children are being collected after the outing and are not returning to school. In this case, the mobile phone may be kept in the child's bag, switched off;
 - (vi) Mobile phones and other electronic devices are not permitted on school residential trips;
 - (vii) In the event of an emergency, the teacher will have a list of the pupils' home contact numbers and contact will be made using the teachers / supervisor's phones;



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- (viii) In the event of after-school activities, the pupil will collect the mobile phone at the end of the day and place it in their bag. The phone is to remain switched off until the pupil has left the school grounds;
- (ix) If a parent needs to contact their child during a trip / outing in an emergency, then they should contact the school office, and the secretary will contact the trip leader directly.
- (x) Note: There are occasions whereby a mobile phone may be necessary for medical needs (eg: tracking blood sugar levels) – this will be risk assessed accordingly and part of a care plan.

Under no circumstances is a phone to be switched on in a dressing room, changing room or toilet area.

Sanctions

Non-compliance with the procedures outlined above will result in the following sanctions:

- On the first occasion, the child will be given a verbal warning and advised of the consequences of any future misuse (see below);
- On the second or any subsequent occasions, the school will contact the parents and request a meeting with the E-Safety Co-ordinator or Headteacher.

Roles and Responsibilities

- All staff share in the co-ordination and implementation of this policy;
- All staff will remind pupils of the responsibilities and expectations associated with this policy;
- The school accepts no responsibility for replacing lost, stolen or damaged devices;
- The school accepts no responsibility for children who lose or have their devices stolen whilst travelling to and from school.

Safety when using Mobile Phones

Children are advised not to use their mobile phones as they walk to school unless they are doing so in an emergency. If children do need to use their phones, they should take care by stopping in a safe place rather than 'walking and talking'.

As part of our E-Safety curriculum, pupils are taught how to be safe when using electronic communication tools, including mobile phones. Children should only give their contact details to people they know and trust in the real world, never to online-only 'friends'.

Offensive or abusive communication using devices is a criminal offence and children must report any such offences immediately to a parent, member of staff or the Police. Being threatening or bullying whilst using a mobile phone is taken extremely seriously and dealt with as seriously as face-to-face bullying.

Children are encouraged to be polite and sensible when using their phones for calls, text messages and when taking and sharing photographs and videos.



St. Lawrence Primary School



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CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	23.11.17	Kim Banks	Draft	Whole staff		
0.2	05.02.21	Kim Banks	Reviewed – no changes	All staff	Amory Charlesworth	05.02.21
0.3	02.03.23	Kim Banks	Updated to add mobile devices required for medical needs.	All staff	Amory Charlesworth	02.03.23