



Bright Futures School Mobile Phone Policy for Staff and Pupils 2018

Bright Futures School has a clear policy on the use of mobile phones in school and it provides clear guidance on the use of mobile phones (including those with cameras) by staff and pupils. There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers and therefore it is vital that this policy is closely adhered to in order to safeguard everyone in school.

Staff

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. Not in the presence of pupils

Mobile phones should be switched off and left in the staff room during lesson times with the exception of off site visits.

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, a school telephone should be used.

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

Staff should NEVER take photos of pupils with their mobile phones. Use of the school iPads is permitted to take photographs for school use.

Staff should understand that failure to comply with this policy is likely to result in disciplinary action.

Pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school for use in the taxi as in an emergency or for reassurance, Bright Futures School discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

When a child needs to bring a phone into school, a permission slip must be signed by their parent and the mobile phone must be either handed in at the start of the day or kept in the pupils' school bag. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Bright Futures School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone in school, the phone will be taken from the pupil, handed to Zoe or Alison who will speak to the pupil and contact their parents. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and appropriate action will be taken according to the school's Behaviour Policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of Zoe or Alison. We have the right to inform the police.

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.

Please talk to your child about the appropriate use of text messages as they can often be used to bully pupils.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office (tel no. 01457 878738.)

January 2018

MOBILE PHONE PARENTAL CONSENT

I/We give permission for our child _____

to bring their mobile phone into school.

We have read the policy and understand all its implications.

Signed: _____ Date: _____