



## **Bright Futures School Mobile Phone Policy for Staff and Pupils 2020**

This policy provides clear guidance on the use of mobile phones in school by staff and pupils.

Bright Futures School has a clear policy on allowing pupils to bring mobile phones into school, and this policy makes explicit reference to camera mobile phones.

Camera mobile phones are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet or in chat rooms. 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.

### **Staff Policy**

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

- Outside of their contracted hours
- Discreet and appropriate eg. 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 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.

### **Pupil Policy**

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, 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 disciplinary 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.

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 2020

### **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: