



Mobile Phone Policy for Staff and Pupils 2024

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 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. Should staff need to keep their phone on their person for occasional emergency use, permission must be given by Louise or Zoe.

Staff should avoid contacting parents from their personal mobile phone, and should never give their mobile phone number to pupils.

If a member of staff needs to make telephone contact with a parent or pupil, a school telephone should be used. **Do not use Whats app with parents or text them.** Ask a member of the management team or the Systems and Admin Manager to contact parents on your behalf via email or phone.

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

Staff should not take photos of pupils with their personal mobile phones. Use of the school ipads, old phones or cameras are 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 (Information for parents)

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school for use during transportation 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 pupil does need to bring a mobile phone into school, that phone must be switched off and handed in to the office at the start of the day and will be collected on exit at the end of the day. 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 Louise 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 via the parent until the images have been removed by the pupil in the presence of Zoe or Louise.

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 this should be done following the usual school procedures: via the school office (tel no. 01457 878738.)

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