



Potten End Church of England Primary School

MOBILE PHONE USAGE POLICY
Potten End Church of England Primary School

Policy Review

This policy was agreed by the Governing Board on.....23/03/2023.....

It is due for review on...March 2026.....

Signature Date

Head Teacher

Signature Date

Chair of Governors



Potten End Church of England Primary School

This policy provides information for teachers, pupils, parents, carers and visitors regarding the appropriate use of mobile phones during school hours.

The reasons for the policy are:

- to avoid pupils being distracted from their studies
- to reduce the potential risk of cyber bullying
- to minimise the risk of mobile phone misuse
- to limit the risk of damage to or theft of expensive electronic items
- to act as a safeguard for pupils, members of staff and the school

In recognition that some parents/guardians wish their child to bring a mobile phone to school for safety and security reasons on the way to and from school, Pupils in Year 5 and 6 are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes during school hours. At all times the device must be switched onto silent, handed into the class teacher for safe keeping. These are then returned at the end of the school day. If a pupil needs to contact his/her parents/guardians they will be called on behalf of the child by the school office.. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

- The phone must be put away in the pupil's bag whilst leaving the school premises.
- Parents are advised that Potten End C of E Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school.
- Where a pupil is found with a mobile in school, during school time, including the playground, the phone will be taken from the pupil and placed in the office. Parents will be contacted to collect the phone.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Head Teacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. 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 an appropriate person.

In addition to this guidance it is requested that your personal mobile phone is not used in the school setting during school hours and is kept in a secure place such as a personal bag.

There are designated areas where adults are allowed to use their mobile phones – these are in the school entrance area, if no pupils are present. We also ask that at pick up times you “greet your child with a smile, not a mobile”.



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Guidance for staff and volunteers - Personal Mobile devices (including phones)

- The school allows staff to bring in personal mobile phones and devices for their own use. They should be kept out of sight in the learning environment.
- Under no circumstances does the school allow a member of staff to contact a pupil or parent/ carer using their personal device.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Permission must be sought from the Head Teacher before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Mobile phones are not to be used in the classroom environment.
- Mobile phones should be switched off or to silent and out of sight whilst in school, unless in the designated areas – staff room, office, foyer, or classroom if no children are present.