***Old Warren Primary School***

***MOBILE PHONE POLICY***

***Rationale***

Mobile phones are now a feature of modern society and an increasing number of our staff and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

* The high value of many phones
* The integration of cameras into phones leading to a potential child protection and data protection issues
* The potential to use the phone eg for texting whilst on silent mode

***Children***

* Phones must not be used for any purpose ( eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) between the hours of 8:45am and 3pm.
* Phones must always be switched off (not on silent mode) and given to the school secretary in the office.
* If a child breaches these rules the phone will be stored in the main office. It will be returned to the child after a discussion with parents until the end of the day.

***This policy should be read in conjunction with the school’s other policies inparticular the Behaviour Policy***

***Staff:***

* Phones must not be used for any purpose ( eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) during lesson time.
* Phones must be store out of sight during lesson time and meeting time.
* Phones must always be switched off or an silent mode during class time and meeting time unless permission has been granted in advance by senior staff.

***School Trips:***

Staff should bring a mobile phone on a school trip in case of emergency. The contact number should be known by school.

***Emergencies:***

If a child needs to contact his/her parents/guardians they will be allowed to use a school phone.

If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

***Responsibility For Mobile Phones***

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and children to ensure mobile phones are properly insured.

OLD WARREN PRIMARY SCHOOL

MOBILE PHONE POLICY

Approved By Board Of Governors

Date:

Chairperson:

Date of Approval: