



# Mobile Phone Policy for Pupils

Nova Primary School Governor Information	
Model Policy	Yes – The Key
Local Changes	
Customisation*	
Originally Adopted	Autumn 2020
Last Review Date	Autumn 2023
Next Review Date	Autumn 2026
* additions made to policy (eg local detail) but not a change to any policy structure	

History of most recent Policy changes – Must be completed

Date	Page	Change	Origin of Change e.g. TU request, change in legislation

## 1 Introduction & Aims

At Nova Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils. They offer access to entertainment, communication and knowledge and parents and carers recognise the additional layer of security they give to their children when they are unsupervised. However, the school also recognises that they can prove to be a huge distraction in school and in rare cases, can be used to be unkind to other children.

This policy provides staff, parents and pupils with information and guidance about their use and aims to:

- Promote, and set an example for, safe and responsible phone use amongst children and young people
- Set clear guidelines for the use of mobile phones for pupils in school
- Support the school's other policies, especially those related to child protection and behaviour:
  - Safeguarding policy
  - Anti-bullying policy
  - E-Safety policy
  - Behaviour policy
  - Data Protection policy
  - Confidentiality Policy
  - Photography Policy

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## 2. Roles & Responsibilities

### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Designated Safeguarding Lead is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

All teachers will teach their classes about safe use of technology, including mobile phones as part of computing and PSHE lessons to ensure children understand the associate risks and harmful behaviours that can be associated with their misuse.

## 2.2 Pupils

Nova Primary School prohibits the **unauthorised** use of mobile phones while on our school premises, grounds or on trips or activities. This includes events such as school discos and sports days, even if they are outside the school day. The school is not liable for their theft, loss or damage whilst in the possession of any pupil.

Nova Primary school only allows mobile phones to be brought by the following pupils:

- Children travelling to school **by themselves** in Years 5 and 6

This is only agreed following the completion by parents and carers of permission form allowing their child's unsupervised travel, to and from school. There is an option to indicate whether your child will bring a phone to school.

When authorised, the pupil must give their mobile phone to their teacher on entering the school. The device should be switched off. It will be locked away for the duration of the day in the classroom and the school will take responsibility for it. It is then the pupil's responsibility to collect the device at the end of the day.

If a pupil is found by a member of staff to have a mobile phone on their possession during the school day, whether they are using it or not, the device will be confiscated from the pupil, locked away and returned to the pupil at the end of the day. It is school policy to check the mobile phone in the presence of the child for photographs or moving images taken at school which will then be deleted. We will inform parents and carers of our intention to do this, giving them the opportunity to be present if they so wish.

Inappropriate use of mobile phones will be regarded as a breach of discipline and will invoke the school's behaviour policy procedures. The school reserves the right to no longer allow children to bring a phone to school, should repeated or serious incidents occur.

Pupils, parents and carers are reminded that in the case of an emergency, the school landline telephone number remains the appropriate point of contact. This number is 0117 9030446.

## Appendix 1 – Permissions to walk home and bring a mobile phone to school

### NOVA PRIMARY SCHOOL

#### PERMISSION TO TRAVEL HOME ALONE

Your child's safety is most important to us and we recognise that as some children reach year 5 and 6 they may feel more confident and ready to travel home on their own, with your permission.

We allow children to travel home alone from school but only with your written consent and therefore require you to sign and return the slip below if you wish to give permission for your child to travel home independently.

We will ensure your child's safety at school and as parents/carers you understand that certain dangers are present when travelling home alone, whether walking, cycling, scooting or catching a bus.

We also recognise that you may feel your child would be safer with a mobile phone on their way to and from school. This is the **only acceptable reason** for bringing a mobile phone to school at Nova Primary. Please indicate on the phone whether or not your child will be bringing a mobile phone. It must be handed to the class teacher to be locked away at the start of the day and it is your child's responsibility to collect at the end of the day. Please see our Mobile Phone for Pupils Policy for more details on our school website.

#### IMPORTANT REMINDERS:

In the interests of child safety:

- If you have not completed this form your child will NOT be allowed home alone.
- Only by completing this form and giving permission for your child to travel independently, will your child be allowed to bring a mobile phone to school.
- If your child goes home alone they are NOT allowed to take responsibility for younger brothers and sisters

If you wish to discuss this matter further, please make an appointment to see your child's teacher.

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#### PERMISSION TO TRAVEL HOME ALONE

I give permission for my child: \_\_\_\_\_ in class \_\_\_\_\_

to travel home independently at the end of the school day.

I also give permission for my child to travel home independently at the end of after school clubs and sporting activities. *(Delete as appropriate).*

My child will be bringing a mobile phone which will be given to the teacher each morning to be locked away. Please circle: YES          NO

Name of parent/carer ..... Signed.....

Dated.....