



# Windmill Hill Primary School

## Mobile Phone and other Recording Device Policy

### OVERVIEW

Some parents allow their children to have access to mobile telephones and other recording devices at home and in the community. There is normally no need for pupils to have a mobile phone or recording device on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances, parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given, the pupil must comply with the requirements of this policy. Unless permission is granted, mobile phones and recording devices must not be brought onto school premises by pupils.

### OBJECTIVES

1. To clarify the school position in relation to mobile phones and recording devices.
2. To ensure that mobile phones and recording devices are only brought onto school premises with the permission of the headteacher.
3. To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record videos.
4. To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission.
5. To ensure that on school premises, pupils have only safe access to the internet.
6. To ensure that education is free from interruption and disruption caused by mobile phones.

### STRATEGIES

1. Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the headteacher.
2. Mobile phones and recording devices brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the item returned to them in person.
3. Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises without the headteacher's permission.
4. Pupils who have been given exceptional permission to bring a mobile phone or device to school must switch it off and hand it in to the office on arrival and seek its return at the end of the school day.
5. If any pupil has a need to contact their parents by telephone during the school day, it must be done through the normal channels using the school telephone system.
6. If any parent needs to contact their child during the school day, it must be done through the school telephone system.
7. Where permission has been given for a mobile phone or recording device to be brought onto school premises the item must be clearly labeled with the pupil's name.
8. Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones or devices must never be used on school premises or on school activities to connect to the internet unless the headteacher has given permission.
9. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.

### OUTCOMES:

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the education of pupils is not interrupted by mobile telephones.

**Adopted by the Governing Body:** October 2017

**Mobile Phone and Other Recording Device Policy - Permission Agreement:**

**Parent / Guardian**

1. I have read and understand the Mobile Phone and Other Recording Device Policy of Windmill Hill Primary School.
2. I agree to abide by the conditions set out in the school policy.
3. I understand that mobile devices must be switched off on school premises and on any other school activity.
4. My child will switch the device off and hand it into the school office as soon as he or she arrives in school. The school will take care of the device once it has been handed in but it will only accept devices on the understanding that it will not be held responsible for theft, loss or damage to the device whilst it is their care. Parents must ensure that the device is covered at all times by their own insurance.
5. I will ensure that there are appropriate parental controls on the device that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the device before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Due to an exceptional circumstance, my child is required to bring a mobile phone or device to school. Please write the reason below:

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Headteacher's Agreement \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_