

# Mobile Phone Usage: Code of practice



As a Rights Respecting School Pennard Primary School is a safe and happy place where everyone is valued and where differences are celebrated. We not only teach about children's rights but also model rights and respect in all relationships.

We ask that parents and carers discourage pupils from bringing mobile phones to school. However, we recognise that in Years Five and Six mobile phones may be required for a child's personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person.

If a pupil needs to contact his/her parents/carers 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. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

## PROCEDURES

Year Five and Six pupils will require a completed permission form (Appendix A) and hand this to their class teacher. Any Year Four pupils who have to bring a mobile phone because of circumstances, which has been approved by school, will require a completed permission form (Appendix A) and hand this to their class teacher. With consideration to this, where parents and carers have given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming, sports, visits or residential activities). The phone (switched off) should be given to their class teacher upon arrival at school and it will be returned at the end of the school day (3:20pm). Under no circumstances should there be access to phones during the school day or be left in pupils' bags or coats.

The use of phones by pupils is not permitted on school grounds before or after school hours.

## Consequences

Pupils who infringe the agreement set out in this code of practice may not be allowed to bring their mobile phone into school. The mobile phone will be confiscated by a member of staff and taken to a secure place. The pupil will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. The Parent/carer of the pupil will be informed of the incident.

## Misuse of mobile phones

It is expected that most incidents of misuse of the mobile phone will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse. However, school is aware that there are some more serious incidents of misuse of the

mobile phone which may have to be addressed (see below) and that they should agree with the governing body the sanctions which will apply in this situation.

The school will consider any of the following unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken:

- Photographing or filming staff or other pupils during the school day and on organised school events
- Photographing or filming in toilets, swimming pools, changing rooms and similar areas
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch a phone off or hand over the phone at the request of a member of staff\*
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

*\*Where it is deemed necessary to examine the contents of a mobile phone this will be done by a designated member of staff, usually a member of the senior leadership team. The action will be properly recorded including the time, who was present and what was found. Parents will be notified if this required.*

Pupils and parents should be made aware that serious misuse may lead to the confiscation of the mobile phone, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances, an offence may have to be reported to the Police. School will ensure all staff know the correct procedure to follow where a mobile phone has been confiscated. This will ensure that the confiscation is correctly recorded and that the phone is kept securely. Should an incident occur then school will also need to ensure that support is provided for the victim.

NB

Lynne Neagle, the Cabinet Secretary for Education said:

*All schools currently are able to ban mobile phones in schools if they want to, and indeed, most schools don't permit the use of mobile phones in the classroom. [...] we are publishing a behaviour toolkit to help schools, and that will include classroom management strategies and research on managing behaviour, including mobile phone usage in schools. It is further stated that a behaviour toolkit is due to be published early this year (2025). The toolkit will include reference to the use of mobile phones in schools and keeping safe online.*

Following this update, a full policy will be drawn up with Governors.

## APPENDIX A

### Mobile Phone Agreement:

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Reason for phone being in school: \_\_\_\_\_

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- I give permission for my son/daughter to bring their mobile phone into school.
- I understand that if he/she does not hand it in, the school will confiscate the phone and return it at the end of the school day.
- I understand that my child is bringing their mobile phone into school, entirely at their own risk.
- I understand that my child may be required to show content on the phone (messages, pictures, videos, social media posts, emails) to a member of the SLT if a misuse of a phone has been reported.
- I understand that the school accepts no responsibility for any loss or damage whilst the device is on school premises.

Name: \_\_\_\_\_ (parent/carer)

Signed: \_\_\_\_\_