



DORMANSLAND PRIMARY SCHOOL

Mobile Device Policy

Responsibility:	Headteacher
Nominated Lead Member of Staff:	Mark Cook
Status & Review Cycle:	Every two years
Next Review Date:	Autumn 2024

This policy provides clear guidance on the use of mobile devices in school by staff, parents, visitors and children.

Introduction

Dormansland Primary School has a clear policy on allowing children, staff and visitors to bring mobile devices into school and this policy makes explicit reference to camera mobile devices.

Mobile Phones & other Devices with Cameras and/or Internet Access

We are aware that camera mobile phones and smart watches are now the norm and that a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet, in chat rooms or on a range of social media platforms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment, directed against children and/or teachers.

Staff policy

Staff use of mobile devices during their working day should be:

- ☞ outside of their contracted hours
- ☞ discreet and appropriate ie: not in the presence of children

Mobile devices should be switched to silent and left in a safe place during lesson times.

The school cannot take responsibility for items that are lost or stolen.

Staff will **never** contact children or parents from their personal mobile phone or give their mobile phone number to children or parents.

Staff will never send to, or accept from, colleagues or children, texts or images that could be viewed as inappropriate.

Staff will never allow themselves to be photographed by children.

In extremely unusual circumstances, staff may be permitted by SLT to use an app on their mobile device, such as 'Google Translate' to communicate with a non-English speaking family.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parents, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips must not use their cameras or mobile device cameras to take pictures of children, unless it is at a public event such as Sports day or Summer fair and of their own children.

Any photos taken at school events must not be uploaded on to social media sites.

Adults, visitors or volunteers in school should only use their mobile device within the confines of the school office or staff room.

Personal cameras and mobile phone cameras should not be used to take pictures of children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips must not use their mobile cameras to take pictures of children.

Children

While we fully acknowledge a parent's right to allow their child to bring a mobile device to school if they walk to and from school without adult supervision, Dormansland Primary School discourages children bringing mobile devices to school for any other reason, due to the potential issues raised above.

When a child needs to bring a mobile device into school, a permission slip (Appendix 1) must be signed by the parent. Mobile devices should be clearly marked so that each child knows their own device.

Parents are advised that Dormansland School accepts no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

Where a child is found by a member of staff to be using a mobile device, the device will be confiscated from the child, handed to a member of the office team who will then store it in the school office. The child may collect the device at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects the device from a senior teacher.

If a child is found taking photographs or video footage with a mobile device of either other children or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.











If images of other children or teacher have been taken, the device will not be returned to the child until the images have been removed by the child in the presence of a senior teacher. (Please see more guidance on sexting in our child protection policy).

Should a child be found to be using their mobile device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a mobile device into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully children.

Should parents need to contact children or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.





Links with other Policies

-  Health, Safety and Welfare
-  Staff Code of Conduct
-  New Staff Induction
-  Child Protection & Safeguarding
-  Online safety
-  Positive relationships and Behaviour
-  Adult Helpers and External Visitors
-  Whistle-Blowing
-  Acceptable Use
-  New Parent Information Pack

Mobile Device Parental Consent Form

Dear Parent/Carer,

In accordance with our mobile device policy, if your child brings in a mobile device to school, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

-  Your child needs to hand their device to their class teacher during registration first thing in the morning so that these can be collected and taken to the school office for safe storage during the day.
-  The school bears no responsibility for the loss or damage to a mobile device
-  Your child's mobile device should be appropriately marked so that they can recognise it
-  Should your child be found using their mobile device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their mobile device into school.

Thank you.

Yours sincerely

Mr Mark Cook
Head teacher

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MOBILE DEVICE PARENTAL CONSENT

I/we give permission for our child (name)
in Year to bring their mobile device into school.

We have read the policy and understand its implications

Signed

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.