

Mobile Phone Policy

Head Teacher: Rebekah Alsey

Chair of Governors: Louise Bleathman



Date: Spring 2025

Review Date: Spring 2026

Our Vision

At Tadley Community Primary School, we are passionate about equipping our children with the personal characteristics and educational outcomes for their successful futures. Our vision for each child is to develop an active curiosity of their world, discover their own interests and talents, and grow in their own confidence and love of learning. We do this by providing children with an irresistible invitation to learn through our knowledge-rich and diverse curriculum.

Learning for Life the Tadley Way!

Pride Kindness Diversity Community

This policy provides clear guidance on the use of mobile phones/ smartwatch in school by staff and pupils.

Introduction

This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils.

Tadley Community Primary School has a clear policy on allowing pupils to bring mobile phones smartwatch / into school, and this policy makes explicit reference to smartphones/ mobile phones.

Smart Phones

Smart phones are becoming increasingly popular. A built-in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet or in chat rooms.

There is the potential for smart phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

Staff Policy

Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours unless given explicit permission to use one during the school day for example to take a doctor's call; on a school trip; or if you are supporting a dysregulated child and need to call for help.
- Discreet and appropriate e.g. Not in the presence of pupils

Mobile phones should be switched off or put on silent and left in a safe place during lesson times (e.g. coat pocket, bag, etc). They should have a locked screen passcode on at all times.

Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with the parent of a pupil, a school telephone should be used (unless in emergency e.g. school trip/sports fixture etc) and then staff should withhold their number.

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

With regard to smartphones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

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 disciplinary procedures.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone/smartwatch to school if they walk to and from school without adult supervision, Tadley Community Primary School discourages pupils from bringing mobile phones/ smartwatch to school due to the potential issues outlined above.

When a child needs to bring a phone/smartwatch into school, a permission slip must be signed by their parent and the mobile phone/smartwatch must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Tadley Community Primary School accepts no liability for the loss or damage to mobile phones/smartwatch which are brought into the school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone/ smartwatch in school, the phone/ smartwatch will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach to the phone. The pupil may collect the phone at the end of the school day. A letter will be sent home to the 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 phone until an appropriate adult collects the phone from the school office.

If a pupil is found taking photographs or video footage with a mobile phone/smartwatch of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour and Relationships Policy.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a school staff member.

Should a pupil be found to be using their phone/smartwatch inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone/smartwatch into school.

Please talk to your child about the appropriate use of messages as they can often be used to bully pupils.

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies.