



# MOBILE PHONES, DEVICES & SMART WATCHES POLICY

(TO INCLUDE EARLY YEARS FOUNDATION STAGE)



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## MOBILE PHONES, DEVICE & SMART WATCHES POLICY

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- E-Safety Online Safety Policy
- Acceptable Use Policy

### INTRODUCTION

At Brackenfield School we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions. We are however, very aware of the possible dangers of the misuse of technology, specifically wearable devices. This policy therefore aims to provide guidance to staff, pupils, parents and visitors.

It aims to do this ensuring privacy is protected, online safety is preserved and valuable equipment is looked after appropriately. With the evolution of mobile and wearable technology including camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

### POLICY AIMS

- Promote and set an example for safe and responsible device usage
- Set clear guidelines on acceptable use of devices
- Support the School's other policies, especially those relating to Safeguarding and Child Protection

The policy aims to address some of the challenges posed by devices such as:

- Risks to child protection
- Data protection issues
- Potential for disruption in lessons
- Risk of theft, loss or damage

This policy will be reviewed annually and updated in addition, when regulatory updates are published.

### STAFF

All staff are responsible for enforcing this policy. Classroom based staff are not permitted to make or receive calls or texts during contact time. Phones should be switched off or put on silent during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.

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

- Appropriate only during break times.
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils or parents via their own personal mobile and should not supply their mobile number to parents of children at the school. Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils. If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the Headmaster.

## **MISUSE**

Any member of staff found to misuse a mobile phone or wearable device will be subject to disciplinary action in line with the disciplinary procedure. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL in line with the Safeguarding & Child Protection and Whistleblowing policies and procedures.

## **PARENTS**

We ask that parents do not encourage children to bring mobile phones to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment. It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly. It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

## **PUPILS**

Smart watches/devices e.g. Fitbits are not allowed in school. This is because they are a distraction and may interrupt learning. Mobile phones are only allowed to be brought in by pupils in Year 6 and not others. It is a requirement that all our younger pupils are collected from school by a responsible adult.

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

- Phones are to be switched off
- Phones are to be handed into the office and locked away at the beginning of the day. They can be collected from the office at the end of the day
- The taking of photographs and video footage using a camera phone is strictly prohibited.
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a member of staff.

## **MISUSE**

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- The school reserves the right to hold on to the phone and ask the parents/carers to collect from school.
- For serious incidents the school may withdraw the agreement to allow the child to bring the mobile phone to school.

## **VOLUNTEERS, VISITORS & CONTRACTORS**

Volunteers, visitors and contractors must adhere to this policy if on any site during the school day. They must:

- Not take photos or recordings of pupils.
- Not use phones when working with children (volunteers/visitors).
- Keep mobile phones on silent when at school.
- Not use phones where pupils are present, or make a staff member aware if the need to use a mobile arises. They will then be escorted to a place away from pupils.

Visitors, volunteers and contractors will be made aware of this policy and the rules for mobile phone use within the Visitor Information Booklet. This will be shared by the member of staff who welcomes the visitors/contractors.

### LOSS, THEFT, or DAMAGE

Brackenfield School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips. Any found mobiles or devices should be handed in to the school office where contact with the owner will be attempted.

<b>Name of policy</b> Mobile Phone, Devices and Smartwatch Policy	<b>Policy reviewed</b> Sept 2024
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<b>Date of new review</b> AutumnTerm 2025	

