



Mobile Phone & Electronic Equipment Policy



Revised by:

Date:

Date:	Policy reviewed:	Policy amended:
November 2015		
November 2017		
November 2019		

Rationale

The possession and use of mobile phones and other electronic equipment such as iPads and other devices by children in schools is now very widespread, even in Primary Schools. Newbuildings Primary School is no exception. The co-operation of parents and carers is very much appreciated and helps ensure that school rules and policies are followed by their children.

The use of mobile phones and electronic equipment (particularly with the invention of increasingly sophisticated equipment and integrated cameras) presents a number of problems, including:

- (i) Mobile phones and electronic equipment can be valuable items and might be vulnerable to damage, loss or theft.
- (ii) Mobile phones and electronic equipment can pose problems in school with regard to discipline and potential bullying.
- (iii) Even when apparently silent, the use of mobile phones for texting purposes could be distracting in terms of classroom discipline.
- (iv) Use of the newer phones and games consoles with built - in cameras could lead to child protection and data protection issues with regard to inappropriate photographs or distribution of images.

It is therefore school policy to prohibit the unauthorised use by pupils of mobile phones or other electronic devices while on our school premises, grounds or on trips or activities e.g. school swimming.

1. Newbuildings Primary School discourages and advises all parents to discourage pupils from bringing mobile phones and other electronic equipment to school on the grounds that they are valuable and may be damaged, lost or stolen. School staff can accept no responsibility for equipment which is lost, damaged or stolen in school whilst in the possession of any pupil.
2. Where a pupil does bring a mobile phone or other electronic equipment to school, the device must remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or activities (such as school swimming or sports activities). If brought into school the device should be handed to the class teacher for safe keeping. It is the child's responsibility to ask for it at the end of the day.

3. If a pupil is found by a member of staff to be using a mobile phone or other electronic equipment for any purpose, the device will be confiscated from the pupil and returned to the pupil at the end of the school day (*see Appendix 1*).
4. If a pupil is found again to be using a mobile phone or other electronic equipment the device will be confiscated from the pupil and returned only to the parent, guardian or carer at the end of the school day.
5. Inappropriate use of mobile phones or other electronic equipment will be regarded as a breach of discipline and will invoke the School's Disciplinary/Positive Behaviour Procedures
- 6 The recording, storing and/or transmission of digital images within the school grounds is strictly prohibited
- 7 When a student has his telephone or other electronic device confiscated the teacher will bring the equipment to the main office and will log the relevant details:
 - The name and class of the student using the equipment
 - The time and place when it was being used
 - The purpose for which it was being used
- 8 The equipment will be securely stored in the main office
- 9 The Principal will be informed of the incident.
- 10 Pupils must arrange for their parents/guardians to collect confiscated equipment from the Main Office during normal working hours.
- 11 Where a parent/guardian is unable to call at the school to collect the equipment then other arrangements must be made, as the equipment will NOT be returned to the student. A parent/guardian may send a note to the Principal to nominate another appropriate adult to collect the equipment.

APPENDIX 1



Record of Mobile Phone Confiscation

Date	Pupil	Reason for confiscation	Teacher involved	Date phone returned