



JC Preparatory School Mobile Electronic Device Policy

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Introductory Statement

This policy was drawn up in response to increasing ownership by pupils of mobile phones and other electronic devices, e.g. wearable smart technology. It seeks to provide clear guidelines when a pupil needs to have a mobile phone/device in school to support their journey to or from school. The policy also outlines sanctions that will be used to prevent devices distracting children from learning or interfering with the safe running of the school.

Rationale

- Mobile phones and other electronic devices can be intrusive and distracting in school.
- The use of a device in school could result in inappropriate images, texts or recordings being made or viewed by the pupils.
- The internet applications on devices are rarely adequately filtered. Devices can have 3G or 4G access to data and so filtering in school would not apply.
- Wearable devices such as Apple Watches and FitBits make it increasingly hard to prevent distractions caused by 'always on' internet access and access to apps and social media.
- Bullying can be carried out using mobile phones.
- These devices are often high value, and so expensive to replace if lost or broken.

This Policy Links to:

- Safeguarding Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- E-Safety Policy

Internal School Procedures

The following are the guidelines for mobile phone usage in the school:

- 1) Pupils are not allowed to use a mobile phone on the school grounds or in the school building, including during afternoon/evening events such as PTA discos, school productions and matches.
- 2) In the event of a pupil needing to bring a mobile phone to school for their journey to or from school, the following procedure will be followed:
 - (i) The mobile is 'switched off' once on the school grounds.
 - (ii) On entering the school, the pupil will ensure the device is handed to their class teacher to be stored in the 'safe box', which will be locked, until home time.
 - (iii) A note from a parent/guardian will be sent in, explaining the need for their child to bring a device to school (if this is a regular occurrence, a letter will only be needed on the first occasion, explaining how often the phone will be brought to school).
 - (iv) On school outings, devices will stay in school.
 - (v) On school residential trips, phones and other electronic devices are not permitted.
 - (vi) Parents/guardians wishing to contact children during the school day should do so through the school office.

Sanctions

Non-compliance with the procedures outlined above will result in the following sanctions.

- 1) On the first occasion, a verbal warning will be given along with a reminder of the school rules regarding mobile devices.
- 2) On the second and subsequent occasions, the Headteacher or Deputy Headteacher will contact parents/guardians directly.

Roles and Responsibilities

- All staff share in the co-ordination and implementation of this policy.
- The headteacher and teachers will remind the pupils of their responsibilities/expectations in relation to this policy.
- The school accepts no responsibility for replacing lost, stolen or damaged devices.
- The school accepts no responsibility for children who lose or have their devices stolen while travelling to and from school.

Safety when using Mobile Phones

Children are advised not to use their mobile phones as they walk to school, unless there is an emergency. If they do need to use their phone, they should take care by stopping in a safe place rather than 'walking and talking' as there have been traffic incidents involving pupils who are texting or talking on the phone and not paying full attention.

As part of our E-Safety curriculum pupils are taught about how to be safe when using electronic communication tools, including mobile phones. Children should only give their contact details to people they know and trust in the real world, never to online-only 'friends'.

Unpleasant or offensive communication over devices is a criminal offence and children must report this immediately to a parent, staff member or the Police. Being threatening or bullying using a mobile phone is taken extremely seriously and dealt with equally as seriously as face-to-face bullying.

Children need to remember to be polite and sensible when using their phones for calls, text messages and when taking and sharing photos and videos.