



BUGLE SCHOOL

MOBILE PHONE POLICY

Introduction

In Bugle School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the Headteacher;
 - the phone must be handed in, switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- The school cannot be held responsible for the security of your child's mobile phone. If a mobile phone is brought to school without permission or is used inappropriately, it will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff must not make or receive calls during teaching time.
- Use of phones must be limited to non-contact time when no children are present, the designated areas for mobile use are: school office, deputy office, head's office and staffroom.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/texts must be made/received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children or outside the school grounds in order to avoid any unnecessary disturbance or disruption to others.
- Mobile phones must never be used to take photographs of children in the school building or grounds.

Any breach of these procedures could lead to the headteacher and governing body being informed and consequently disciplinary action according to the schools procedures.

We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

Adopted January 2014

Chair of GovernorsRev S MacInally

HeadteacherTim Wherry

To be reviewed January 2016