St. John the Baptist
Catholic Primary School

We will prepare the way by loving, living and learning with the Lord

Viam Parabimus

Mobile Phone and Wearable Devices Policy

Audience: Staff/ Governors/ Public
Frequency of Review: Annually
Postholder Responsible for Review: Computing Leader

Recommended Associated Documents:
Child Protection Policy
Safeguarding Policy
Behaviour Policy
Acceptable Use Policy
Online Safety Policy

Rights Respecting Links
Article 36 - Children should be protected from any activities that could harm their development.

Approved by the Full Governing Body – March 2021
Review – March 2022

The school cannot take responsibility for any loss or damage to mobile phones or devices/wearable tech brought into school.

Rationale:

At St. John the Baptist Catholic Primary 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 / restrictions.

We are however, very aware of the possible dangers of the misuse of technology, specifically mobile phones and wearable technology. This policy therefore aims to provide guidance to staff, pupils and parents. It aims to do this in order that 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: For

Staff:

For those members of staff who are class based, phones should be switched off or to silent mode and should be kept in the provided lockers in the staffroom or classroom cupboards during teaching/contact time with pupils. Smart Watches and a Fitbit are permitted to be worn by staff but to be used as only a watch around the children.
The school cannot take responsibility for items that are lost or stolen.

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

- Discreet and appropriate
- In keeping with professional responsibilities and expectations

Staff should never contact pupils 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 Headteacher.

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For parents:

We ask that parents do not encourage children to bring mobile phones or wearable devices (such as a Fitbit or smart watches) 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.

For Pupils:

Foundation Stage & Year 1-5
Mobile phones or wearable devices are **not** to be brought into school by children in Foundation Stage and children in Years 1-5. It is a requirement that all our younger pupils are collected from school by a responsible adult. The need for a child of these ages to make telephone contact will therefore, not arise.

If a child is seen with a mobile phone or wearable device they will be taken to the school office where they can be collected at the end of the school day.

Year 6
In Year 6, only those pupils with permission to walk home unaccompanied, are permitted to bring a phone into school. Again, for those children who are collected, the need to make telephone contact will not arise.

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 handed in to the school office at the beginning of the day
- Phones are to be switched off
- No use or 'checking' of phones will be allowed during the school day
- Phones will be stored in an office cupboard clearly labeled with the child's name. **It cannot be guaranteed that these cupboards be locked at all times as members of staff require access to resources / materials/possessions**
- The taking of photographs and video footage using a camera phone is strictly

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prohibited

- Any children found to have taken photographs / videos will be asked to delete the photos in the presence of a senior teacher

Year 6 and wearable devices

Year 6 children **should not** be wearing a wearable device to school not only due to the cost of them but also due to some wearable devices having a photo taken function we believe it is in the best interests of the children and school that they are not permitted.

If a child is seen with a mobile phone or wearable device they will be taken to the school office where they can be collected at the end of the school day.

The parents/carers will be contacted if a child is seen to be using a device inappropriately in school.

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Misuse:

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

- On the first occasion, the phone will be confiscated. Parents/carers will be contacted and will need to be present for the phone to be returned.
- On the second occasion the phone will be confiscated by the teacher. Parents/carers will be notified and will need to be present for the phone to be returned. After the third occasion, the school will withdraw the agreement to allow the child to bring the mobile phone to school.
- Pupils who do not have permission to walk home unaccompanied and are found to have phones in school, will incur the same confiscation procedures as stated above. Pupils and parents will be reminded that there is no necessity for a phone to be in school in these circumstances and it will be requested that the phone is not brought into school again.

***These procedures apply for mobile phones and any other mobile or wearable technology such as watches and tablets used for communication with other devices.**

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