**Bridgemere CE Primary School**

**Position Statement on the use of Mobile Phones and Other Hand-held Devices**

Hand-held devices include: iPods, gaming devices such as Nintendo DS, PSP, MP3 players, MP4 players, iPads, mobile phones and similar devices.

**Rationale**

Mobile phones and hand-held devices are becoming increasingly more common for children to possess. Many people view them as an essential part of modern life. However, there are many issues that relate to the use of mobile phones and hand-held devices in school. Bridgemere Primary school aims to promote the safe and responsible use of technology.

**Mobile Phones and hand held devices**

Bridgemere CE Primary School does not wish to impose an outright ban on bringing mobile phones to school.

We recognise that in emergencies on the way to or from school children may need to have the means of contacting help. During the school day however, contact with children or their parents should be done through the school office. The school will act as a link between home and school in cases where contact has to be made. Emergency contact numbers are updated annually or earlier if parents inform us.

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All phones should be switched off and kept in children’s bags during the school day. The school takes no responsibility for mobile phones brought to school by the children.

Staff should have their mobile phones off or on silent during school hours. If a member of staff has an emergency then they should speak to a member of the Senior Leadership Team to make arrangements to leave their phone on until the emergency is over. During school hours contact can be made with staff through the school office.

Parent Helpers should have their mobile phones off or on silent while working in the school unless otherwise arranged with a member of the Senior Leadership Team. In an emergency Parent Helpers can be contacted through the school office.

Parents attending workshops and assemblies should have their phone on silent.

Hand-held electronic devices should not be brought into school unless parents have made arrangements with a member of the Senior Leadership Team.

Hand-held devices are used in school to enhance teaching and learning. When devices are used for this reason, children will be supervised at all times

**Restricted Use**

If a child brings a mobile phone to school they should be clear that the use of their mobile phone during the school day is not permitted. Mobile phones must be switched off and placed in the child’s school bag during all pupil working times and break times. They should not be removed from the school bag between the hours of 9am and 3pm.

Mobile phones are not allowed to be taken on educational trips, outings or residential visits. During such events school staff will have parent/emergency contact details should they need to be contacted. Children and staff will have access to a phone during residential visits.

**Consequences**

Using a mobile phone during the school day: The phone will be confiscated by a member of the Senior Leadership Team. Depending on the misuse of the mobile phone or hand-held device the child’s parent/carer will be contacted by a member of the Senior Leadership Team.

The confiscation will be logged and the phone kept in a locked place in the school office until the end of the school day. The child will be able to collect the phone from the school office at 3pm and will be required to sign for its return.

**Safety**

Bridgemere CE Primary has a clear policy on the use of mobile phones and other hand-held devices to take photographs. Only school appliances can be used for this purpose. The taking of photographs will always be supervised by a member of staff. If at a school event and parents wish to take photographs, they must sign a disclaimer to say they will not upload these images onto social media, unless it is of their child only.

Many mobile phones and some hand-held devices have internet access. Children should not be accessing the internet without the supervision of an adult. Any incidents of mobiles phones or hand held devices being used for the transmission of or viewing of inappropriate material, inciting bullying or being used to film any criminal activity will result in the phone or device being confiscated, parents informed and if necessary involvement of the police.

The law states that no children under the age of 13 should be accessing Social Networking sites, e.g. Facebook. To avoid this, mobile phones and hand-held devices are not allowed to be used during school hours.

Review date: March 2019