



## Mobile Device Policy - Pupils

The phrase 'mobile device' in this policy should be taken as referring to any portable device that can be used for communication, photography and voice/video recording. Examples of such devices include mobile devices, tablets, digital cameras, smart watches and similar items.

This policy aims to promote safe and appropriate practice by establishing clear guidelines. It should be read in conjunction with our 'Staying safe Online' guidance via the school website.

We recognise that mobile phones and devices are part of everyday life for many children and young people, and they can be a valuable and important resource.

Children learn about the use of mobile technology during online safety lessons and as part of our PSHE curriculum. It is important that children develop sensible habits surrounding their use and also learn about inappropriate use and the impact this can have.

### Mobile Phones:

At Ursuline Catholic Primary School, children **should not bring a mobile phone into school**, unless this is deemed absolutely necessary – for example, where a child travels to and from school unaccompanied.

Initially, it is the responsibility of the parent/carer to decide:

- Whether the child is responsible enough to look after their phone and use it appropriately.
- Whether the child understands the safety risks involved.

The following rules apply where a child needs to bring their mobile phone to school:

- Parents/carers need to sign the permission form – available at the end of this policy.
- Phones must not be used anywhere on the school premises. They must be switched off before a pupil enters the school gates and not switched on until leaving the school gates at the end of the day.
- Phones must be handed in to the teacher first thing in the morning. Phones will be stored in the school office throughout the day and returned to the classroom at the end of the day (3.30pm).
- Under no circumstances should there be access to phones during the school day or for phones to be left in pupils' bags or pockets.
- All phones are brought to school at the owner's own risk. School accepts no responsibility for any loss or damage whilst on school premises. Parents should be aware of potential risks such as theft, damage, cyber bullying and inappropriate use of photography.
- Pupils are not allowed to take mobile phones on school trips or residential visits – unless there are extenuating circumstances and explicit permission is granted.
- Where a child is attending an after-school activity, mobile phones must remain turned off and kept in the student's bag.
- Should parents need to contact pupils or vice-versa during school hours, this should be done via the school office on 0151 924 1704.

## **Where these rules are not followed, the following sanctions will be applied:**

- On the first infringement, the mobile phone will be confiscated and kept secure in the school office. The student will be able to collect the mobile phone at the end of the school day. A record will be made of the incident and parents/carers will be made aware.
- On the second infringement the mobile phone will be confiscated and kept secure in the school office. A record will be made of the incident, parents/carers will be notified and asked to collect the phone.
- If there is a third infringement, or in the event of a serious breach of the rules, school may withdraw the agreement to allow the student to bring a mobile telephone to school.

## **Inappropriate Use of Mobile Phones and the Internet:**

If we are made aware that a mobile phone or device is being used inappropriately, incidents will be dealt with in line with other relevant policies and information (eg: Ursuline Behaviour Policy, Anti-Bullying policy, Staying Safe Online, Safeguarding \ child protection and parents/carers will be notified.

Examples of inappropriate use:

- Taking/using photos or videos – of staff, pupils or members of the school community - without consent
- Using mobile technology (eg: use of messaging apps and social media) to share inappropriate content, cause upset, threaten, intimidate
- Accessing inappropriate content online

Depending on the nature of the incident, school may need to inform external agencies – eg: Police, MASH (Multi-Agency Safeguarding Hub), CEOP (Child Exploitation and Online Protection).

## **Other Mobile Devices – eg: Smartwatches**

- Children are not permitted to wear any form of smart device (FitBit/Airpobs/Apple watch) during school hours. If a child wears such a device to school, teachers will collect the device, keep it safe until the end of the day and return it to the child to take home.
- If a device is worn repeatedly, the child's parents/carers will be asked to collect the device.
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**Policy agreed by Governors on 04/12/2024**

**To be reviewed in December 2027**



I give permission for my child to bring a phone into school with them. I confirm that that they need to have their phone with them because they travel to and / or home from school alone.

My child will bring the phone into school in a named bag and the phone will be switched off. My child will hand their phone to their teacher on arrival in the classroom. I understand my child will not have access to the phone until the end of the school day.

I will ensure my child understands that they cannot use their phone on school premises.

I understand that the school accepts no liability for loss or damage to the phone and that the phone is brought in to school at the owner's risk.

Name of child \_\_\_\_\_

Name of parent \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_