



Head Teacher: Mrs Claire Park
Hartburn Primary School
Adelaide Grove
Hartburn
Stockton-on-Tees
TS18 5BS



Tel: 01642 391728/646001
Fax: 01642 646002

Email: hartburn@sbcschools.org.uk
Website: www.hartburn.org.uk

Mobile Phone Policy

Created/Revised:	May 2023
By:	Claire Park
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Mobile Phone Policy – Children

The use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) presents problems in school including:

- Mobile phones can be valuable items and might render a pupil vulnerable to theft.
- Mobile phones (cost and level of sophistication) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Even when silent, the use of mobile phones for texting purposes could be potentially undermining of classroom discipline and distract the pupils learning.
- Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

As a school we accept that it is not realistic to have a policy which completely prohibits pupils from having mobile phones in school but, our policy strictly prohibits the unauthorised use by pupils of mobile phones while on school premises, grounds or off site activities e.g. school swimming or school visits.

School generally advises all parents to discourage pupils from bringing mobile phones to school. Pupils are only permitted to bring mobile phones to school when permission has been sought from the Head Teacher. Parents will need to complete a form agreeing to the schools mobile phone use code of conduct.

Once completed children may bring a mobile phone into school under the following strict conditions and guidance:

- There is a legitimate reason e.g. the child regularly walks home alone.
- A letter of permission is signed by the parent and given to the Head Teacher.
- The phone **must remain switched off** during the school day and may not be used for any purpose (e.g. phoning, texting, internet, taking photos, checking the time, taking videos) on school premises or during school activities (e.g. school visits, swimming, sports activities and social events such as school disco)
- The phone will be **handed to a staff member on entry to school and** locked away by the class teacher during the day **and handed back on exiting the building.**
- The school accepts no liability for the loss/damage of any personal equipment whilst on school premises.
- The camera on the phone is never used by a child to take photographs or videos on school premises **or on school visits.**
- Should the parent/carers need to contact pupils in an emergency, or vice versa, this should be done following usual school procedure; via the school office.
- **Where a pupil is found to be using or in possession of a mobile phone without permission, the phone will be confiscated** by a senior member of staff and will be stored in the main office. Parents may collect the phone at the end of the school day.





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The right to bring mobile phones onto school premises will be revoked if a pupil fails to follow the conditions of use.

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- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- If images of other pupils or teachers have been taken, the child's parents will be contacted and asked to discuss the matter with the Head Teacher. The phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher and their parents.





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Mobile Phone Use - Pupil Code of Conduct

2020 – 2021

Name:.....

I give my permission for my child to bring a mobile phone to school. I am aware that the school accepts no liability for the loss or damage of any devices and accept that my child will abide by the following key principles when on school premises:

- The phone **will remain switched off** during the school day.
- The phone may not be used for any purpose on school premises or during school based activities.
- The phone will be **handed to a staff member on entry to school and** locked away by the class teacher during the day **and handed back on exiting the building.**
- The camera on the phone must never be used by a child to take photographs or videos on school premises **or on school visits.** If a pupil is found taking photographs/videos with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher and their parent. The child's parents will also be asked to discuss the matter with the Head Teacher.
- Should I as a parent/carer need to contact my child in an emergency, or vice versa, it will be via the school office.
- If my child is found to be using or in possession of a mobile phone without permission, the phone will be confiscated by a senior member of staff and will be stored in the main school office. The phone should be collected at the end of the day by a parent.
- I accept that the right to bring mobile phones onto school premises will be revoked if my child fails to follow the conditions of use.

Signed Parent:.....

Signed Child:.....

