



Holly Lodge Primary Academy

Mobile Phone and Smart Technology Policy

The Kite Trust is committed to equality and diversity.

We promote an inclusive culture for all our staff and the communities that we serve.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Approved by:	Academy Council	Date: Nov 2022
Last reviewed on:		
Next review due by:	Nov 2025	

AIMS AND PURPOSES OF THIS POLICY

Parents should discourage pupils from bringing mobile phones to the Academy on the grounds that they are valuable and may be lost or stolen.

Children are not permitted to wear Smart Watches or similar devices.

However, we recognise that in Year Six mobile phones may have a part to play in securing pupils' personal safety on journeys to and from the Academy. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of mobile phone and other digital devices by pupils. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians, they will be allowed to use an Academy phone. If parents need to contact children urgently, they should phone the Academy office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on trips.

PROCEDURES

Parents of Year Six pupils will need to complete the permission form (Appendix A) and hand this to the Academy office. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to the Academy they do so entirely at their own risk. The Academy accepts no responsibility for any loss or damage whilst the device is on the Academy premises.

Pupils

Where a pupil does bring a mobile phone to the Academy, the phone must remain switched off during the Academy day and may not be used for any purpose on the Academy premises or during off-site activities (such as swimming or sports).

Any phones should be given in at the main office on arrival at the Academy and collected at 3:15pm as children leave the Academy. Devices must not be switched on until children are outside of the Academy gates. Under no circumstances should there be access to phones during the Academy day or be left in pupils' bags, coats or folders.

If a child is attending an After School Club the mobile phone must be collected at the office and then handed to the adult in charge of the club until the end of the session.

Inappropriate use of a mobile phone

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 a member of the Senior Leadership Team should be involved from the outset. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a senior staff member. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to the Headteacher to be logged in an appropriate file.

Sanctions

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile device into the Academy.

On the first infringement the mobile device would be confiscated by the teacher and taken to a secure place within the Academy office. The student will be able to collect the mobile device at the end of the Academy day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile device would be confiscated by the teacher and taken to a secure place within the Academy office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the Academy, they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team. The incident will be recorded.

On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the Academy office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the Academy will withdraw the agreement to allow the student to bring the mobile telephone to the Academy.

Parents and Visitors

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the Academy's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

Conclusion

The Academy will treat breaches of this policy as they would treat any other breach of the Academy rules or staff discipline policy.

Appendix A – Mobile phone permission form

Appendix B – Guidance for staff, governors and volunteers



Holly Lodge Primary Academy

HOLLY LODGE PRIMARY ACADEMY

MOBILE PHONE PERMISSION SLIP

Name of child _____

Class _____

I give permission for my child to bring a mobile device into the Academy for the purposes of health and safety as they journey to and from the Academy.

I agree that the device will not be used for any circumstances during the Academy day and is not to be used to take photographs of staff or pupils at the Academy.

I understand that this is entirely at our own risk and that the Academy accepts no responsibility for any loss or damage whilst the device is on the Academy premises.

Signed _____

Appendix B



Holly Lodge Primary Academy

Staff and Governors

Staff should have devices off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile devices during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of Academy visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated Academy camera or iPad. This would also apply to those attending sports events, etc.

Staff wishing to use their mobile devices or check for messages during the Academy day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Management Team.

The above applies to all aspects of the Academy, including out of hours provision (e.g., Breakfast and After School Club and clubs run by staff and outside providers).