

# Mobile Phone Policy



Academic year	Head teacher	Assistant Heads	Chair of Governors
2022/2023	Mrs R Hocking	Mrs S Leaver & Mrs K McCall	Mrs L Gray

Review Date	Changes made	By whom	Date Shared

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Swalwell Primary School discourages pupils from bringing mobile phones to school due to the potential safeguarding issues when phones include a camera. Camera mobile phones are becoming increasingly popular enabling users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet including on social media or in chatrooms. There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

When a child needs to bring a phone into school, a permission slip must be signed by the parent / carer and the mobile phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Phones should be switched off before they are handed in.

Parents are advised that Swalwell Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach to the phone. The mobile phone will be stored by the School Office. The pupil may collect the phone at the end of the school day.

If a pupil is found taking photographs or video footage 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 senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. Please talk to your child about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 0191 4334000)  
Dear Parent/Carer,

#### **RE: MOBILE PHONE PARENTAL CONSENT**

In accordance with our School Mobile Phone Policy, we understand that your child will be bringing a mobile phone into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:-

1. Your child needs to bring the phone to the school office first thing in the morning before they go to their classroom;
2. The phone should be switched to silent before handed into the school office.
3. The school bears no responsibility for any loss or damage to the mobile phone;
4. Your child's phone should be appropriately marked so that they can recognise it; and
5. Should your child be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Yours sincerely,



**Rachel Hocking**  
**Headteacher**

#### **MOBILE PHONE PARENTAL CONSENT**

I/We give permission for our child \_\_\_\_\_ to bring their mobile phone into school.

We have read the policy and understand all its implications. I/We understand that Swalwell Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

Signed: \_\_\_\_\_

Date \_\_\_\_\_