

## **Mobile Phone and Camera Policy**

### **OVERVIEW**

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by pupils.

### **INTENT**

1. To clarify the school position in relation to mobile phones and cameras.
2. To ensure that mobile phones and cameras are only brought onto school premises with the permission of the headteacher.
3. To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video.
4. To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
5. To ensure that staff only take photographs and video material of pupils and school activities with cameras, ipads and other devices which are owned by the school and sanctioned by the headteacher.
6. To ensure that on school premises pupils have only safe access to the internet.
7. To ensure that pupils do not suffer from abuse by other pupils, including abuse by sexting.
8. To ensure that education is free from interruption and disruption caused by mobile phones.

### **IMPLEMENTATION**

1. Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the headteacher.
2. Parents must apply to the headteacher for permission for mobile phones and cameras to be brought onto school premises or to be taken on any school activity or visit.
3. Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.
4. Members of staff, pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises without the headteacher's permission. Teachers must not use their own cameras, mobile phones or personally owned ipads to take pictures or make recordings of pupils.
5. Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off once on school premises and hand it to their class teacher or TA once in school. Pupils must seek its return at the end of the school day.
6. If any pupil has a need to contact their parents by telephone during the school day, it must be done through the normal channels using the school telephone system.
7. If any parent needs to contact their child during the school day, it must be done through the school telephone system.
8. Where permission has been given for a mobile phone or camera to be brought onto school premises, the phone must be clearly labeled with the pupil's name.
9. Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the headteacher has given permission.
10. Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate.
11. Parents will be held responsible for regularly checking their child's phone to ensure that any phone brought onto school premises does not contain any inappropriate material.

### **IMPACT**

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones.