



## Hope View School 2023

### MOBILE PHONE AND ELECTRONIC DEVICES POLICY

Mobiles phones and electronic devices are common possessions in young people's lives and are increasingly complex and sophisticated. Many people view them as an essential of modern life. There are however many issues that relate to mobile phone use, or indeed possession, in school:

- Disturbance of lessons and loss of concentration in class.
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- Now that mobile phones can connect to the internet, all the hazards involving online issues such as bullying, grooming and personal security.
- Exam situation security.
- Adults talking on the phone and not giving their full attention to the children in their care.
- Personal conversations being overheard.

#### Procedure

- Staff may only use mobile phones in emergency situations, by permission of a Senior Manager and during a break.
- We request that all phones are switched off on the premises, or at the very least on silent.
- **Pupils must hand mobile phones and any other electronic devices e.g. ipods, DS etc into the member of staff on duty when they arrive at school in the morning.**
- **Phones will not be re-issued to pupils during the course of the day under any circumstances.**
- Phones will be returned to pupils as they leave the premises at the end of the day.
- If a pupil is found to have a mobile phone or electronic device in their possession, this will be confiscated and parents/carers informed.

- Any staff member that needs to borrow a school mobile must ensure that it is secure at all times. Please report any loss or damage to the Headteacher as soon as possible. It is important that the school office is aware which mobile phone has been borrowed so that they know the number to contact.
- School owned mobiles should not have saved any personal numbers of either staff members or students, or any text or other messaging or photographs.
- Still photographs or video must only be taken with a school camera. Staff must not take photographs of pupils or school activities on personal phones.
- The school does not take responsibility for any damage to mobile phones or electronic devices.

**Links with other school policies and practices**

- Behaviour and discipline policy
- Child Protection Policy
- Confidentiality Policy
- Online Safety Policy
- Anti bullying Policy

**Responsible Person: Mrs C Lorne – Proprietor**

**Policy Review Date: August 2024**