

# MOBILE PHONE POLICY AND OTHER SMART DEVICES AT NEW ASH GREEN PRIMARY SCHOOL

## AIMS AND PURPOSES

We recognise that in Year 5 and Year 6, mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school.

Our expectation is that in all other year groups pupils will be collected by an adult or a responsible person. If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions or residential trips. Contacting staff/pupils on school visits may be made through the school office as per the educational visits policy.



## INAPPROPRIATE USE OF A MOBILE PHONE

### Parental Responsibility:

It is the responsibility of parents and carers to ensure mobile phones are used safely and have the correct privacy settings to protect their child and the school community.

Parents and carers are responsible for their child's mobile phone use outside school.

## NO OTHER SMART DEVICES IN THE SCHOOL

We do not allow any other 'smart' devices in school.

## PUPILS

Where a pupil does bring a mobile phone to school, the phone must remain **switched off** whilst on the school site and dropped into the school office as soon as they arrive at school and collected at the end of the school day. The phone must NOT be turned on whilst on the school site.

## PROCEDURES

On the **rare** occasion that Year 5 and 6 pupils need to bring a phone (not iPad), parents of Year 5 and Year 6 pupils will need to complete the permission form (Appendix 1) and hand this to the Year 5 or 6 teacher. 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 school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

**Under no circumstances should there be access to phones during the school day or be left in pupils' bags, or coats. The school accepts no responsibility for any loss or damage to any device if this is the case.**

Pupils' mobile phones are not to be used on the school site.