

Mobile Phone Policy for Pupils

This Policy explains the rules and procedures regarding the use of pupil mobile phones at Sandgate Primary School.

Pupils are discouraged from bringing mobile phones to school unless an absolutely necessity and then it is only Year 5 and 6 pupils that are allowed.

- If pupils bring mobile phones to school, the phones are handed to the class teacher in the morning. These are kept in a cupboard and are not accessible during the day. Phones must be switched off during the school day and until the child has left the school site.
- Should parents need to contact pupils this should be done following the usual school procedures which is by telephoning or emailing the school office.
- If a pupil is found to use or access their phone during the school day, the phone will be removed from the child and handed to a member of the Senior Leadership Team. The mobile will be stored safely and parents contacted.
- If a pupil is found taking photographs or video footage with a mobile phone 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 teacher. Parents will be contacted immediately.
- Parents are advised that Sandgate Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds. This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It will be monitored, reviewed and amended as required.