



Estcourt Primary Academy

Policy Document



POLICY TITLE	Mobile Phone Policy			
RESPONSIBLE COMMITTEE	Education Advisory Board			
RATIONALE	We must ensure that pupils learn in a supportive, caring and safe environment.			
PURPOSES	This policy is part of the e safety policy and outlines the appropriate use of mobile phones on academy premises. This policy applies to all aspects of the academy, including out of hours provision e.g. Extra-Curricular Clubs and clubs run by staff and outside providers.			
GUIDELINES	<p>Pupils</p> <ul style="list-style-type: none"> • While we acknowledge a parent/carers right to allow their child to bring a mobile phone to Estcourt Primary Academy, we discourage pupils from bringing mobile phones to the academy. • In general pupils should not bring valuable items to the academy as they can be lost or stolen. • Parents are reminded that in cases of emergency the academy office remains a vital and appropriate point of contact. • Where parents allow children to bring a mobile phone to Estcourt Primary Academy, they do so entirely at their own risk. • The academy accepts no responsibility for any loss or damage whilst the phone is on our premises. • If a pupil brings a mobile phone to the academy they must hand it in to the office and collect it at the end of the academy day. • If a pupil is found taking photographs or video footage with a mobile phone of either, other pupils or members of staff this will be regarded as a serious matter and disciplinary action will be taken in accordance with the academy's Behaviour Policy. • Please talk to your child about who is entitled to use his/her mobile phone number, as texts can be used to bully pupils. <p>Staff</p> <ul style="list-style-type: none"> • It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within our academy setting, which is agreed to by all users. • Staff are not permitted to use mobile phones whilst carrying out any duty that involves supervision or contact with children (with the exception of trips and visits where mobile phones may be used to facilitate the health and safety of the members of the party). • Staff will not use their mobile phones in pupils' presence unless prior permission has been obtained from the Head of Academy. • Staff are not at any time permitted to use recording equipment on their personal mobile phones, for example: to take photographs or videos of children, or share images and will only use work provided equipment for this purpose. <p>Parents</p> <ul style="list-style-type: none"> • While we would prefer parents not to use their mobile phones while at the academy, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. • We therefore ask that parents' usage of mobile phones, whilst on the academy site is <i>courteous</i> and <i>appropriate</i> to the academy environment. • We also allow parents to photograph or video academy events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. 			
FURTHER DETAILS CONTAINED IN DOCUMENTS / POLICIES	Anti-Bullying CCTV SEND	Attendance Complaints Supporting Children with Medical Needs	Behaviour E-Safety	Child Protection Positive Handling

DATE APPROVED: JANUARY 2017	NEXT REVIEW DATE: JANUARY 2018 (every year)
Reference Number: MP 17	