



St. Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.



## Guidance on the Use of Mobile Phones and

<b>Name of School</b>	<b>St Joseph's Catholic Primary School</b>
<b>Guidance Date</b>	<b>February 2025</b>
<b>Date of next Review</b>	<b>February 2028</b>

## Other Electronic Devices for Year 6 Children

At St Joseph's Catholic Primary School, we understand that parents may let their Year 6 children walk to/from school alone and therefore may wish for them to have mobile phones for use in cases of emergency. However, mobile phones and other electronic devices (such as MP3 players, game consoles, or tablets) can be misused and may be targets for theft or bullying. Therefore, the school has established the following rules to ensure a safe and respectful learning environment.

### Use of Mobile Phones and Other Electronic Devices:

1. Mobile phones and other electronic devices must not be used on school premises.
2. All mobile phones must be switched off and handed in to the class teacher at the start of the school day. They will be securely stored until the end of the school day.
3. Smartwatches, or communication devices other than phones, are not permitted in school.
4. Pupils must not take, use, share, publish, or distribute images or recordings of others without their permission.
5. Pupils are responsible for their own property. The school will not take responsibility for any loss or damage to electronic devices brought into school.
6. Pupils needing to contact family members in an emergency can do so via the School Office.
7. If a pupil uses a mobile phone or electronic device without permission during school time (including school trips), it will be confiscated and returned only in person to the parent. If this behaviour is repeated, the pupil may be banned from bringing their device to school.

### Examples of Misuse:

- Making calls or sending messages whilst on the school premises.
- Taking photographs or making recordings without permission.
- Posting photographs or recordings online without permission.
- Engaging in cyberbullying (e.g., sending unkind messages via text, WhatsApp, or other apps).
- Accessing inappropriate websites.

**Serious Misuse and Consequences:** If a staff member suspects that a mobile phone has been used inappropriately or contains unsuitable material, the pupil must hand over the device to a member of staff. The school reserves the right to check files on personal electronic devices where there is reasonable suspicion of misuse. This will be done in a proper manner with another member of staff present.



Parents will be informed if a search takes place. If there is suspicion that a device contains material linked to a criminal offence, it will be handed over to the police. In such cases, parents will need to recover the device from the police.

Failure to follow these guidelines may result in disciplinary action, including where appropriate, permanent exclusion in serious cases.

**Parental Awareness:** While mobile phones can provide a sense of security for children, they also pose risks such as theft, cyberbullying, and inappropriate contact. We ask parents to be mindful of these risks and to support the school in enforcing these rules. It is important that parents discuss using devices on the journey to/from school. Pupils who are seen using or publicly holding devices may make themselves a target for theft or could be distracted when crossing roads.

**Agreement:** Both parents and pupils must read and understand the rules (see Code of Conduct- Appendix 1) and sign an agreement (Appendix 2)

By following these guidelines, we aim to create a safe, respectful, and focused learning environment for all children at St Joseph's Catholic Primary School.

This policy will be regularly reviewed by school leaders and will be shared on the website.

Should parents of children other than Year 6 require their child to bring a mobile phone, they should discuss this with the class teacher, who may need to liaise with the school leadership.



## Appendix 1:

### Code of Conduct for pupils allowed to bring their phones to school

You must obey the following rules if you bring your mobile phone to school:

1. You have to put your mobile phone in the storage box in the classroom at the start of the school day.
2. You may not use your mobile phone during the day.
3. Phones must be switched off (not just put on 'silent').
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, intimate photographs.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.



## Appendix 2:

### Permission form allowing a pupil to bring their phone to school

Please ensure you have read and understood:

- Guidance on the Use of Mobile Phones and Other Electronic Devices for Year 6 Children (including Appendix 1: Code of Conduct)

#### PUPIL DETAILS

Pupil name:

Class:

Parent/carer(s) name(s):

The school has agreed to allow the above-named pupil to bring their mobile phone to school because they:

- Travel to and/or from school alone
- Another reason as agreed with the class teacher

Pupil agreement: By signing this agreement, I agree to abide by the school's guidance on the use of mobile phones, and its code of conduct. I agree to switch my phone off before I come on to the school site and put it in the mobile phone box in the classroom and collect at the end of the day. I acknowledge that the school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. The school reserves the right to revoke permission if I do not abide by the policy.

Pupil signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent agreement: I agree with the school guidance and arrangements and will supervise my child's use of their phone as explained in the guidance.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR SCHOOL USE ONLY

Authorised by:

Date: