



# Perrott Hill Mobile Phone Policy

The Board of Directors has charged the Proprietor with day-to-day responsibility for the governance of the School. Ultimate responsibility for the governance of the School rests individually and collectively with Board of Directors.

The Proprietor chairs a Board of Governors acting in an advisory capacity in support of good governance.

This procedure is written with the inclusion of the Early Years Foundation Stage and boarding.

## *Procedure for Mobile Phones & Smart Devices in School*

### **Day pupil & flexi/weekly boarders:**

- Children must not bring mobile phones or smart devices\* onto the school site during the school day unless there are exceptional reasons for doing so. A request for permission to have a mobile phone or smart device should be made (in writing) to the Head stating clearly the reasons why a mobile phone or smart device is necessary.
- If a phone or smart device needs to be brought onto the school site for some exceptional reason, the pupil must switch it off, hand it into the school office on arrival and collect it when they depart.
- If children are found in possession of (or using) a mobile phone or smart device, it should be confiscated and handed to the Deputy Head (or office, if the Deputy Head is not available). The phone or smart device may be collected at tick off in the presence of their parent(s) or guardian and the school's procedure should be reiterated at this stage.
- Pupils are not permitted to take mobile phones or smart devices on educational visits unless otherwise informed by the member of staff i/c the trip

\*Pupils who have type 1 diabetes may have a mobile phone or smart device as part of their blood-sugar levels tracker using the Dexcom G6 system.

### **Full Boarders:**

- Full boarders may bring a mobile phone or smart device to school to enable them to contact their parents at approved times. Mobiles or smart devices are handed to the Head of Boarding upon entering the school and are stored securely.

### **Staff:**



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- Staff may not use their mobile phones or smart devices for personal calls or messages while they are directly in charge of pupils.
- If personal phones or smart devices are used (for the safety of the children) digital images of children should not be stored on personal/home computers/hard drives.
- Any digital image of the children must be deleted from the phone or smart device and the iCloud (if applicable) within 24 hours of downloading the image onto the school system. The mobile should be password protected.
- Personal mobile phones, smart devices and digital cameras are only permitted in the EYFS in certain circumstances, which include but are not restricted to: lockdown, supervision of children's trips and swimming sessions. School iPads are used regularly in EYFS to record children's progress for their learning journals.
- Staff may carry personal mobiles or smart devices in other areas of the School, but should always be conscious of appropriate use, what 'message' they are sending out, both to pupils and colleagues and should not use them when supervising pupils unless it is to make a necessary phone call or send a message that is work-related to that specific point in time.
- Further guidance on the use of digital recordings can be found in the Safeguarding Policy, Early Years Foundation Stage Department handbook, the Staff Acceptable Use Policy and Taking, Storing and Using Images Policy.