MANOR ROAD PRIMARY SCHOOL

MOBILE PHONE, DEVICE AND SMART WATCH POLICY

November 2023

Manor Road Primary School

Mobile Phone, Device and Smart Watch Policy

Contents

Manor Road Primary School

Mobile Phone, Device and Smart Watch Policy

Rationale

Mobile phones, devices such as iPads, and Smart Watches are now a feature of modern society and an increasing number of our staff and pupils own one.

Increasing sophistication of mobile phone, device and Smart Watch technology presents a number of issues for schools:

- The high value of many phones, devices and Smart Watches
- The integration of cameras into phones and devices leading to potential child protection, data protection issues and breaches of confidentiality.
- The potential to use the phone, eg for texting, whilst on silent mode.

Policy

At Manor Road:

CHILDREN

- Only children in Years 5 and 6 may bring mobile phones, devices or Smart Watches in to school.
- Phones, devices and Smart Watches must not be used for any purpose (eg phoning, texting, sending or receiving emails, surfing the internet, taking photos, checking the time, taking videos) at any time whilst on the school grounds or premises.
- Phones and devices must always be switched off (not on silent mode) when entering the school grounds, and given to the class teacher on entering school.
- Smart Watches with camera facilities and independent access to the internet must also be switched off when entering the school grounds and handed to the teacher on entering school and will not be allowed to be used during the school day.
- Smart Watches without independent connectivity and cameras may be worn providing they are being used as normal watches and for no other function beyond telling the time.
- If a child breaches these rules the phone, device or Smart Watch will be confiscated and given in to the main office. It will be returned to the child after a discussion with parents.
- Parents will be requested to ensure that children do not bring in their mobile phone, device or Smart Watch if they breach this policy.

This policy should be read in conjunction with the school's other policies in particular:

- The Relationship & Behaviour Policy

- Online Safety Policy
- Children's Use of Mobile Phones, Devices and Smart Watches Policy
- Mobile Phone, Device and Smart Watch Agreement
- Acceptable Use Policy

<u>STAFF, STUDENTS, VOLUNTEERS AND VISITORS</u>

- Phones, devices and Smart Watches must not be used for any purpose (eg phoning, texting, sending or receiving emails, surfing the internet, taking photos, taking videos) during lesson time.
- Phones and devices must be stored out of sight during lesson time and meeting time.
- Phones devices and Smart Watches must always be switched off or on silent mode during class time and meeting time unless permission has been granted in advance by senior staff.

Emergencies

If a child 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.

If a member of staff needs to be contacted urgently by telephone, the school land line number must be used and a message will be relayed promptly.

Responsibility for mobile phones, devices and Smart Watches:

School accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones, devices or Smart Watches. It is the responsibility of staff, students, volunteers, visitors, parents and children to ensure mobile phones, devices and Smart Watches are properly insured.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	
Policy implemented	November 2017	
Policy reviewed	February 2020	Updated to include devices and smart watches
	November 2023	Detail of when phones, devices, smart watches must be turned off clarified. Moved onto updated Manor Road format.
Review schedule	As required	