



ALDERMAN JACOBOS PRIMARY SCHOOL (ACADEMY TRUST)

MOBILE PHONE AND CAMERA USE IN SCHOOL POLICY

Alderman Jacobs Primary School recognises that parents may wish their children to have mobile phones for use in cases of emergency. However, mobiles/camera can be used inappropriately and are potentially targets for theft and bullying. The Governing Body has, therefore, adopted the following policy which will be rigorously enforced.

- Mobile phones/camera should not be used on school premises and pupils should keep them switched off/on silent and out of sight.
- In very unusual circumstances, such as a family emergency, pupils should seek staff permission to use their phone.
- Pupils who ignore this policy and use a mobile/camera on school premises without permission will be required to hand over their phone to a member of staff and parents will be asked to collect it subsequently from the school office or class teacher.
- If a member of staff of the school has any suspicion that a mobile phone/camera has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone/camera will be handed over to the police for further investigation¹. Parents will need to recover the phone/camera from the police in such circumstances.
- Pupils are strongly discouraged bringing higher value phones/cameras into school.
- Pupils remain responsible for their own property and will bear the responsibility of any losses.
- Any failure to comply with the above guidelines may result in normal disciplinary action to be taken up to and including the consideration of permanent exclusion of the pupil concerned.
- Staff must delete all photos and videos of children used for observation purposes and stored in passworded files from their school laptops or i-pads on a monthly basis unless it is deemed necessary to keep them as evidence (eg in EY setting). In which case, photographs that are kept for evidence will be kept on the individual staff members' school laptop; accessed by their own personal log-in, on their C drive and not on a

shared drive. The file will be password protected. A diary note will be made and the photograph will be deleted when it is no longer required for evidence.

- Inappropriate use of a mobile phone/camera is a safeguarding concern and will be logged and recorded in the same way as any other child protection issue.

Parents should be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

¹ *There has been a recent court case where a person has received a custodial sentence for showing someone a video on a mobile phone, which caused them distress. Parents and pupils should be aware that such incidents are likely to be treated seriously by the courts.*

Reviewed January 2015

Updated		Ratified		Review Frequency	Next Review Date	Signed by	
By	Date	By	Date			Head	Chair
Deb Sutton	Summer Term 2017	SLT	Summer Term 2017	2 Years	Summer Term 2019	<i>Cathy Carlisle</i>	<i>W. Allend</i>