



## **Aviemore Primary School Mobile Phone/ Smart Device Policy**



### **Rationale**

Mobile phones are now a feature of modern society and an increasing number of our staff and pupils own one. Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones,
- The integration of cameras into phones leading to potential child protection and data protection issues,
- The potential to use the phone e.g. for texting whilst on silent mode,
- Children communicating with parents without the school knowing, leading to miscommunication,
- Peer pressure and anxiety.

### **Policy**

#### **Children:**

- Phones must not be used for any purpose during the school day.
- Phones must always be switched off (not on silent mode) on entering school and given to the class teacher or stored in the pupil's school bag (kept in the cloakroom).
- If a child breaches these rules the phone will be confiscated and given to the school office for safe keeping. It will be returned to the child after a discussion with parents/carers.
- If a child is found taking photographs or video footage with a mobile phone whilst in school, parents will be contacted about this concern and the child will remove images in the presence of a member of staff.

#### **Staff:**

- Phones must not be used for any personal purpose (e.g. phoning, texting, browsing social media) during learning and teaching time.
- Phones must always be switched off or on silent mode during class time and meeting time unless permission has been granted in advance by members of the Senior Leadership Team.
- Staff should make use of school cameras/tablets/phones to take photographs. If a member of staff needs to make contact with a parent, they should use a school telephone.
- Staff should never send to, or accept from colleagues or pupils, texts or images that could be viewed as inappropriate.

### **Emergencies**

- If a child needs to contact his/her parents/guardians, this will be done through the school office.
- If parents need to contact children urgently they should phone the school office and a message will be relayed as promptly as possible.

### **Responsibility for mobile phones:**

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and children to ensure that their own mobile phone is properly insured.

### **Family Members, visitors and volunteers in school policy:**

- Adults in school, or accompanying children on school trips, should only use their mobile phone camera to take pictures of their own children, or at public events, such as sports day. If accompanying on a school trip and are asked to take photos, they will be provided with a school device.
- Visitors or volunteers in school should use their mobile phone discreetly within the confines of the school office/staff room.

\*Please note this policy includes other devices such as smart watches which operate the same functions as a mobile phone.\*

Policy Date: November 2017  
Policy Reviewed: October 2020  
Reviewed: 2023/2024  
Review date: 2026/2027