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## Mobile Phone Policy

### AIMS

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Years Five and Six mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/guardians 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.

### PROCEDURES

Parents of Year Five and Six pupils will need to complete the permission form (Appendix 1) and hand this to the school office. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

### PUPILS

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone should be given to a member of the office staff upon arrival at school and can be collected at the end of the school day. Under no circumstances should there be access to phones during the school day or be left in pupils' bags, coats or folders.

### INAPPROPRIATE USE OF A MOBILE PHONE

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers in school, this will be regarded as a serious offence and a member of the Senior Leadership Team (SLT) should be involved from the outset. The parent/guardian will be contacted by a member of the SLT. In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence.

#### LINCOLN ANGLICAN ACADEMY TRUST

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## STAFF AND GOVERNORS

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Clubs and Breakfast Club).

## CONSEQUENCES

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter/Dojo message will also be sent to the parent/carer to inform them of the incident.

On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the SLT. The incident will be recorded. On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

## PARENTS AND VISITORS

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be kept under review by the Governors.

**Date of approval:** September 2023

**Review date:** September 2026

Claire Collett  
Executive Headteacher

Jean Powell  
Chair of Governors

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## APPENDIX A

### Mobile Phone Agreement:

Name: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Reason for phone being in school: \_\_\_\_\_

\_\_\_\_\_

1/We hereby give permission for my son/daughter to bring the above mentioned phone into school.

1/We acknowledge that if he/she does not hand it in and/or uses the phone inappropriately for calls, photographs, internet etc. the school will confiscate the said phone accordingly. The phone will be returned only to the parent/carer the following school day.

Name(s): \_\_\_\_\_  
(parent/carer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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