

Appendix A

Use of Mobile Phones, Personal and Imaging Devices

We would like to draw to your attention to the school's expectations for children bringing mobile phones/smartwatches onto the school premises as set out in the 'Mobile Phones, Personal and Imaging Devices Policy' which is available on the school website.

Written permission from you for your child to bring a mobile device into school is required.

- Mobile phones may only be brought into school for legitimate reasons i.e. children who walk to and from school.
- Each day, mobile phones must be brought to the KS2 entrance and placed in the secure boxes for each Class. The phone must be switched OFF (not left on silent).
- Mobile phones may be switched back on when pupils leave the school site.
- Children attending an after-school club or tuition must keep their phones switched off and out of sight in a schoolbag.
- The taking of photographs or videos on phones is NOT permitted by children or parents whilst children are in school uniforms or on the school site as this may present a Data Protection breach if these images are then uploaded onto social networking sites.
- If mobile phones are lost/stolen/broken, the school takes no responsibility and is not liable for the return or replacement of the phone; this is the responsibility of the parent/child.
- Curriculum time will not be spent investigating matters pertaining to the loss or damage of phones or incidents relating to online issues out of school.
- If a pupil has a mobile phone in school without permission, it will be confiscated and parents notified. It may be collected at the end of the day.
- The school will contact the community police officer and parents if pupils are discovered to be using their phones to send inappropriate messages to other pupils either by texting or chat groups.
- If you child has a smartwatch able to receive messages and updates these must be turned off during school hours. Any pupil found to be accessing their smartwatch during lessons will have their smartwatch confiscated and returned at the end of the school day. It is recommended that Smartwatches are removed and placed in the secure box along with the mobile phones to protect it from damage during the school day.

If you are happy to accept these conditions on behalf of your child for having a mobile phone on the school premises, then please complete the form attached. Please ensure that your child understands the expectations around bringing a phone to school. This form should be handed to the school office who will keep it on record for reference purposes. Any pupil who has a phone in school without the required permission will immediately have sanctions applied:

The phone will be handed in to the Co-Headteachers, parents will be informed and the phone will not be available to be collected until the end of the school day.

Parents please note should there be a need to contact your child during the school day contact must be made via the school office.



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Mobile Device – Parent / Carer Agreement

I hereby give permission for my child to bring a mobile phone/smartwatch into school and agree with all the principles set out in Appendix A Use of Personal Mobile Phones and Devices. I confirm that I have spoken with my child about the expectations of bringing a mobile device onto school premises.

Name of pupil: _____

Year _____ Class: _____

Make and model of mobile phone: _____

My child has a smartwatch Yes / No

Make and model of Smartwatch: _____

Name of adult completing this form: _____

Signature of named adult: _____

Date: ____ / ____ / ____

Name of pupil: _____

Signature of pupil: _____

Date: ____ / ____ / ____