



Whitstable Junior School
ACCEPTABLE USE POLICY FOR
MOBILE PHONES
& HANDHELD DEVICES

Governors' Committee Responsible: FGB

Review Period: Annual

Date approved:

Next review date: September 2025

Acceptable Use Policy for mobile phones and handheld devices

Handheld devices include: ipods, gaming devices (e.g. PSP, Nintendo), mp3 and mp4 players, PDAs, Blackberrys and iphones (this list is not exhaustive). Although Whitstable Junior School does not permit any other device than a mobile phone onto the school site.

1. Purpose

1.1 The widespread ownership of 'mobile phones and devices' (referred to as mobile devices) among young people requires that school administrators, teachers, children, and parents take steps to ensure that mobile devices are used responsibly at schools. This Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety) can continue to be enjoyed by our pupils.

1.2 Whitstable Junior School has established the following Acceptable Use Policy for mobile devices that provides teachers, children and parents/carers guidelines and instructions for the appropriate use of mobile devices.

1.3 Children, their parents or carers must read, sign, and return our Expectations for Acceptable Use of Mobile Phones Contract (appendix 1) before pupils are permitted to bring mobile devices to school.

1.4 Where the use/taking of mobile devices has been agreed in advance, the Acceptable Use Policy for mobile devices also applies to children during school residential, class or year group visits and extracurricular activities. Where applicable, exceptions may be permitted. Please note that generally mobile devices are not allowed on these types of activity.

2. Rationale

2.1 Personal safety and security

Whitstable Junior School accepts that parents provide their children with mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone reassures parents that they can contact their child if they need to speak to them urgently on their journey to and from school – it is not necessary for children to have mobile phones in school as a form of emergency contact as this should always be via the school office. We do not allow any other forms of handheld device whilst the children are on site.

2.2 With the continuing advances in technology and its applications the school accepts that mobile technology can support pupils' learning and effective teaching but only through the use of school-owned equipment.

3. Responsibility

3.1 The decision to provide a mobile device to their children should be made by parents or carers.

3.2 It is the responsibility of children who bring mobile devices to school to abide by the guidelines outlined in this document.

3.3 Parents/carers should be aware if their child takes a mobile device to school.

3.4 Permission to have a mobile device at school while under the school's supervision is contingent on parent/carer permission in the form of a signed copy of the contract (appendix 1). Parents/Carers or the Headteacher may revoke approval at any time.

4. Acceptable Uses

- 4.1 All mobile phones must be turned off before walking through the school gates or coming onto the site (being put on silent is unacceptable).
- 4.2 All mobile phones must go straight into the classroom safe as soon as the child gets into their classroom. The class teacher will be provided with a list of children with signed contracts.
- 4.3 At the end of the school day, the mobile phone MUST remain off until the child is outside of the school gates
- 4.4 If your child is attending an After School Club or event, the phone should remain off, and be given directly, by the child, to the adult in charge of the club. It should stay off until the child leaves the site.
- 4.5 Should a child ever call a family member/carer from their mobile phone during the school day, the school office should be informed immediately, who will inform SLT.
- 4.6 No phone calls should be made to a child from a family member from 8.30 am to 3.15 pm (or 4.15 pm if attending a club)
- 4.7 The class teacher will hand the mobile phone back to the child once they are on the school playground and being dismissed from school.

5. Unacceptable Uses

The following section refers to if a child should fail to hand in their mobile phone into the Classroom Safe. It also stands as good advice and guidance to parents and pupils for mobile device use outside of school – including on the journey to and from school.

- 5.1 Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- 5.2 Using mobile devices to bully and threaten other pupils is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. The implications and repercussions that will occur in school as a result of this occurring outside means that the school will take this seriously at all times, involving parents immediately.
- 5.4 It is forbidden for pupils to “gang up” on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- 5.5 Mobile devices are not to be used during PE lessons/changing times or toilets or used in any situation that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school
- 5.6 Should there be repeated disruptions to lessons caused by a mobile device, the responsible student may face disciplinary actions as sanctioned by the Headteacher and the School’s Behaviour Policy.

6. Theft or damage

- 6.1 Children should mark their mobile phones clearly with their names.
- 6.2 Mobile phones that are found in the school and whose owner cannot be located will be handed into the School Office.

6.3 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones, however the school will take the necessary action to keep deposited mobile phones secure within the School Office or classroom i.e. by keeping them in a locked safe.

6.4 The school accepts no responsibility for children who lose or have their mobile phone stolen while traveling to and from school.

6.5 It is strongly advised that children use passwords/PINs to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other children, or if stolen). Children must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

7.1 Any child caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Headteacher and by the regulating exam board - QCA.

7.2 Any child who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action as sanctioned by the Headteacher.

7.3 Children with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, email, taking/sending photos or objectionable images, and phone calls. Children using mobile devices to bully other children will face disciplinary action as sanctioned by the Headteacher and Anti Bullying Policy.

8. Sanctions

The following section refers to a child should they fail to hand in their mobile phone into the Classroom Safe and are found with the phone in their bag or person.

8.1 The phone will be taken from the child and stored in the office safe

8.2 A parent/carer and the child would then need to come to the office at the end of the school day to collect the phone

8.3 The child would not be allowed to bring the phone into school for the following **5 school days**.

8.4 Should the child be caught again not following the WJS Mobile Phone expectations, they **would lose the privilege of bringing their mobile phone into school for the rest of the academic year.**

8.5 WJS reserve the right to search a child who is currently on a ban should we have reason to suspect they have a mobile phone on their person (parents/carers could be asked to be present)

Additional Useful information for pupils and parents

There are a number of resources available to support parents/carers and children to promote the safe use of mobile phones, digital devices and other technologies both in school and at home. Below is a list of resources currently available and a short description of what each one contains. These resources have been drawn from a variety of sources, including Government information, voluntary organisations and Mobile Network Organisations.

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/mobile-phone-safety/>

Fresh gives advice and information for primary aged children on dealing with bullying .

HiTech Bullying & Internet Safety information, including 'happy slapping' and 'internet safety' are available from bullying.co.uk at <http://www.bullying.co.uk/pupils/videomugging.php>

The Thinkuknow website aims to get pupils to share what they do know about the use of mobile phones and the internet, and to find out if there's information that they don't already know.

More links can be found on our website : Our school / Safeguarding & Online Safety

Mobile Networks

Mobile Network Operators have information on mobile phone safety and bullying available from their websites for parents, schools and young people, some of the network's resources may be highlighted above.

(Appendix 1) Whitstable Junior School

Whitstable Junior School

Acceptable Use Contract for mobile phones 2024-2025

Parent/Carer Permission

I have read and understand the above information about the appropriate use of mobile phones at Whitstable Junior School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary).

I understand that my child will be responsible for ensuring that any mobile phone is turned off on arrival at school and is taken immediately to their classroom and put into the Classroom Safe. My child will be responsible for not turning their phone back on until they are at the school gate. I also understand that it will be essential that any mobile phone is clearly named

If my child has permission to carry a mobile phone to school, I understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the school's supervision, as outlined in this contract.

Parent/Carer name (print) _____

Parent/Carer signature _____

Date _____

Child's name (print) _____

Mobile phone number _____

Make/model _____

Colour _____

Child's signature _____

Date _____

Please return this completed form to the School Office. Please notify the office of any changes to the information as soon as they occur.

If you have comments or suggestions, please contact the Headteacher or inform the School Office.