

PLYMOUTH COLLEGE PREPARATORY SCHOOL



MOBILE PHONE POLICY **Including Early Years Foundation Stage and Holiday Club**

The following rules for the use of mobile devices apply to the whole school site setting, trips, school/holiday club provided transport and the three groups listed below.

Pupils

Pupils should only bring mobile phones, smart phones, tablets, games consoles or ipads into school if they are travelling to or from school on school transport or have a specific need for them in school. If they are brought into school they should be handed in at Reception and collected at the end of the day. All such items should be clearly named. During Holiday Club items are securely stored in a locked cupboard.

Where a pupil is found by a member of staff using a mobile or smart phone, the phone will be taken from the pupil, handed to a senior member of staff who will record the name of the child and attach it to the phone. The mobile phone will be stored at Reception. The pupil may collect the phone at the end of the school day.

If images of other pupils or teachers have been taken the mobile or smart phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher. If the case warrants it there may be a referral to external agencies.

Parents

Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures; via the school office. Holiday Club may also be contacted via a dedicated mobile phone, number 07508179779. Parents are advised that the school accepts no liability for the loss of or damage to mobile phones which are brought into school or school grounds. Parents are advised to read the school digital images policy if they wish to use their phones as a camera. This can be found on the school website.

Staff (Defined as teaching, support, volunteers and outside contracted staff)

Staff are permitted to carry mobile or smart phones on them at all times but they should not use them at all when teaching or supervising pupils. They are to be kept on silent in lessons and should not be used in front of pupils.

Staff should not use their phones to photograph children or other staff during school hours. Please see the photography policy for more details.

If staff are using the school mobile phone it should not be used for personal calls. School phones should not be used for personal calls without the Headmaster's permission.

Staff are advised not to make use of the pupils' mobile phone numbers either to make or receive phone calls or to send or receive from pupils' text messages other than for approved school business.

Staff should only communicate electronically with pupils from school accounts on approved school business.