

## Mobile Phone Policy – Junior School



<b>Name of Policy</b>	Mobile Phone Policy – Junior School
<b>Reviewed by</b>	Claire Boyd, Head of Junior School
<b>Date</b>	September 2023
<b>Date of next review</b>	September 2024

**This policy applies to all Junior School pupils and covers EYFS, Key Stage 1 and Key Stage 2.**

### Policy for the use of mobile phones

This policy should be read in conjunction with the e-safety policy, Staff ICT Code of Conduct and the anti-bullying policy and other related Mobile Phone Policies (Seniors, Trip Phones, SMT Phones, Staff).

### Aims

- This policy is for the protection and educational welfare of all children in the junior school, including EYFS.
- Wimbledon High School remains committed to staff and pupils embracing the use of technology to support teaching and learning across the school. It is important to ensure that appropriate use supports the core values of the school and does not undermine the importance of developing strong interpersonal communication.

### Policy Statement

- Children have their photographs taken to provide evidence of their achievements for developmental records.
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones, tablets or cameras to take or record any images of any children for their own records under any circumstances.

### Procedures

- The school always seeks parental consent to take photographs and record the children. These consent forms are stored in the school office.
- Class teachers are informed at the start of each year and at times when these permissions have been changed, of the children in their care who have limitations on the use of their photograph and this list is available in the staff information section on Firefly.
- Photographs taken at school are stored on the school computer system which is password protected individually for each member of staff.
- The school mobile phones and iPads do not leave the school. The exception to this is when the children are out of school on a visit.
- Recordings made through the use of Tapestry, Flipgird and other similar software are securely stored using password protection. A recording will only be shared with colleagues for the express purpose of improving learning for the girls.
- Photos are printed in school by staff and images are then removed from the devices periodically.
- Photographs may be taken during indoor and outdoor play and displayed in school albums or in the child's Learning Journey for children and parent/carers to look through. Often photographs may contain other children in the background.
- Where appropriate, school events may be recorded and photographed by staff and parent/carers but always in full view of all attending. Cameras with flashes should not be used. The school reserves the right to prohibit recording/photography at events where it is not deemed appropriate.
- When children are out on a visit personal mobile phones can be used for emergency contact only.
- Many mobile phones have inbuilt cameras so staff mobile phones should be turned off, must be not carried around in staff pockets and should be left with personal belongings in a cupboard in classrooms.
- No parent/carer is permitted to take photos on personal devices nor should take photos of staff without seeking their permission.
- 

There is no requirement or expectation for any pupil to have a mobile phone in school. However, there are some cases where mobile phones may have a part to play in securing girls' personal safety on journeys to and from school. The purchase of expensive, smart phones is strongly discouraged given the limited access pupils have to them during the course of the school day and the likely attention they will attract when pupils are travelling to and from school. The school can accept no liability for damage or loss of mobile phones on the school site.

Our expectations are as follow:

- Only pupils who walk home from school unaccompanied are permitted to bring a mobile phone into school; this applies to pupils in Year 5 and Year 6.
- On arrival in school the phone is turned off
- The phone is handed in to the Class Teacher who will store the phone securely in the Junior School office for the duration of the school day.
- Pupils will not be given access to their mobile phone at any point in the school day.

- Only on exiting school should the phone be switched on.
- In the event that a pupil is attending an off-site activity (e.g. fixtures, co-curricular activities or similar), the class teacher will hand over mobile phones to the member of staff responsible for leading the event/trip. This member of staff will look after the devices for the duration of the excursion, returning it only to the pupil at dismissal.
- If pupils are found with their phones turned on during the day, then they will be removed and taken to the Junior School office. This will be reported to the pupils' parents and the Head of Section will take appropriate action in line with the behaviour policy.
- Mobile phones are **not** to be taken on residential visits.

### EYFS Specific

- Throughout the setting all persons in the EYFS are required to adhere to the *ICT Acceptable Use Agreement* on the use of mobile phones and cameras: that is, that images of pupils may not be stored on personal devices.
- Any images taken on personal devices will be transferred to school or GDST systems as soon as reasonably possible and the personal copy permanently removed.