



Sacks Morasha JPS - Mobile Phones in School Policy 2021

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

Introduction

Sacks Morasha JPS has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to two specific aspects/types of mobile phones.

- Smartphones - a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded apps.
- Mobile Phones with a camera - these are popular, and almost prevalent, as the built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in social media apps, such as WhatsApp or Instagram.

There is a potential for such phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff policy

Staff use of mobile phones during their working day should be:

- outside of their contracted hours or, at least, limited to non-contact time/lunchtime;
- discreet and appropriate e.g.: not in the presence of pupils

Mobile phones should be on 'silent' or switched off, and left in a safe place during lesson times. Phones should be kept out of sight and used only by teachers in the staffroom, Kodesh office or private offices. The school cannot take responsibility for items that are lost or stolen.

Staff should not make or receive personal calls during teaching time/ contracted hours unless it is work related. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the Headteacher, or member of SLT, aware of this and will have discussed the need to receive or make an emergency call.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use a school telephone. In extreme circumstances, such as a COVID Lockdown, staff should use their mobile phones to call a parent, if required, but should withhold their number.

On a school trip, the designated Trip Leader may give their mobile phone number to parent volunteers but this should be deleted from the parent's phone at the end of the trip.

Staff should never send to, or accept from, colleagues, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

WhatsApp - Staff should not be part of a WhatsApp group with Sacks Morasha parents, in order to maintain and safeguard professional boundaries. Sacks Morasha also believes in safeguarding the wellbeing of its staff. Therefore, staff may form WhatsApp groups with each other to assist with travel updates, rotas or staff absences but these groups should not be specifically about any other aspect of the school, be it operational matters or regarding pupils and curriculum. This is so that a division remains between work life and home life.

Parent, Visitors or Volunteers in School Policy

Adults, either in school or accompanying children on school trips, should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event, such as Sports day, and should only be of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile phones on the trip, unless there is an emergency in which case permission should be sought from the designated Trip Leader.

Pupil Policy

Mobile phones or any other personal devices are strictly forbidden during the school day – whether on site or during school trips. Children are only permitted to bring a mobile phone onto school premises if they are travelling to/from school using public transport. While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they travel to and from school without adult supervision, Sacks Morasha discourages pupils bringing mobile phones to school as they can become an instrument of bullying or harassment directed against pupils or/and teachers.

- When a child needs to bring a phone into school, a permission slip (to be found at the end of this document) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day.
- Pupils must switch their phones off at the school gate, on arrival, and only switch them on again once they have exited the school gates at the end of the day.
- Pupils may not use their phone at all either inside the school or on school grounds. If they need to call a parent, this should be done by a member of staff at the school office.
- Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Sacks Morasha accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone:

- 1st occurrence – the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day.
- 2nd occurrence – parents will be called to a meeting at school to review further phone usage.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the SLT.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should read our SMART Tech Policy and Recommendations document regarding social media. If parents decide to still allow their children to use text messages and social media, we ask that they speak to them about the appropriate use of these communication tools as they can often be used to intimidate and bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the SMART Tech, Behaviour, Health & Safety, Anti-bullying, Child Protection, Safeguarding and Internet/E-safety policies. This policy will be monitored and reviewed as required but at least every two years.

Mobile Phone Parental Consent Form 2021

Dear Parent,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs to bring their phone to the school office on arrival.

The school bears no responsibility for the loss or damage to a mobile phone.

Your child's phone should be appropriately marked so that they can recognise it.

Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely,

Hayley Gross

Headteacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

..... in Year 6.

to bring their mobile phone into school.

We have read the policy and understand its implications

Signed..... Date.....

PLEASE RETURN THIS PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.