

## **Introduction and aim:**

At JKPS, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

## **Our policy aims to:**

Promote, and set an example for, safe and responsible phone use set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers support the school's other policies, especially those related to child protection and behaviour.

## **Usage by Staff:**

- Personal mobile phones staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while the children are present or during contact time.
- Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance: for emergency contact by their child, or their child's school/ In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number.

**Use of mobile phones by pupils Year 6 pupils (and those in Year 5, for same reason)** are permitted to bring a mobile phone to school on some occasions, including:

- If they are travelling to school by themselves
- If they are young carers who may need to be contactable

These must be stored in their bags in the classroom with phones switched off and remain there for the duration of the school day.

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Staff must also secure their personal phones, as well as any work phone provided to them.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.



## JKPS Mobile Phone Policy

### **Appendix One: guidance for all staff and visitors**

Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use phones where pupils are present.

If you must use your phone, you may go outside of the school grounds

Do not take photos or recordings of pupils (unless it is your own child)

Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.