

## CUMNOR HOUSE SCHOOL FOR BOYS



## MOBILE PHONE AND CAMERA POLICY

### INTRODUCTION

At Cumnor House School we recognise the opportunities offered by social media and seek to promote the positive use of these online tools for the purposes of education and communication within the school community.

The School recognises that staff, parents, and pupils utilise social media including mobile phones within personal and professional contexts. This policy sets out guidelines staff, pupils and parents must adhere to for both professional and personal use in order to maintain control and present an informed and professional approach to these online tools.

### RELATED POLICIES

This Policy does not stand in isolation and is supported and compliant with wider school policy. Most significantly this policy supports and is aligned with:

- Acceptable Staff Usage of ICT Policy
- School E-Safety Policy and Acceptable Use of Technology Agreement (pupils)
- School Anti-Bullying Policy and related policies
- parental consent for appearing in online publications

### AIMS AND PURPOSES

Boys from Reception to Year 5 are not permitted to bring mobile phones in to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in Year 6 mobile phones may have a part to play in securing boys' personal safety before and after school and on journeys to and from school. Moreover, a ban would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use of a mobile phone and other digital devices by boys. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a boy needs to contact his parents/guardians they need to go to the school office where a call can be made. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

Under no circumstances will pupils be allowed to take mobile phones on school excursions.

*Policy Date: Sep 2016*  
*Review Date: Sep 2017*

## **PROCEDURES**

Parents of Year 6 pupils will need to complete a registration form (see appendix A) for the Headmaster stating that their son has a mobile phone and agrees that the phone will be a basic device with **no internet use or camera**. Smart phones will not be permitted. With consideration to this, it is to be made clear to parents that where they have been given permission for their child to bring a mobile phone to school they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the device is on school premises.

### **Pupils**

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities. Under no circumstances should phones be switched on during the school day. (Please see Appendix A for 'Conditions for Bring a Mobile Phone into School')

### **Inappropriate use of a mobile phone**

If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and a member of the Senior Leadership Team will investigate. If images of other pupils or teachers have been taken the phone will not be returned to the pupil until the images have been deleted.

The parent/guardian will be contacted by a member of the SLT. If this is not possible, then a letter will be sent notifying them of the seriousness of this action.

In the rare circumstance that there is evidence of harassment and/or bullying, the phone or digital device should be confiscated, retained in a secure place by an appropriate member of staff, taking care not to delete any images or recordings which could be used as evidence. Accurate records of any incidents should be given to the Headmaster to be logged in the appropriate file.

### **Staff and Governors**

Staff should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera, this would also apply to those attending sports events.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should immediately call the school office.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers).

Staff must not give their home telephone number or their mobile phone number to pupils.

Photographs and videos of pupils should not be taken with mobile phones.

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If in case of an emergency when a pupils' mobile phone needs to be called this should be done from the school office only.

Staff should not enter into instant messaging communications with pupils.

### **Sanctions**

Pupils who infringe the agreement set out in this policy may not be allowed to bring their mobile phone into school.

On the first infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The parent will be contacted and asked to come in to see the Headmaster to collect the mobile phone at the end of the school day and a record will be made of the incident.

On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will forfeit their privilege of having a mobile phone in school.

### **Parents and Visitors**

Parents and visitors will be asked to turn phones off when volunteering in classrooms and attending assemblies so that there is no disruption to the school's programs. Notwithstanding this, we accept that there may be some parents/guardians who wish to use their mobile phone camera facility to take photographs of their child while performing in special assemblies or events. This will be monitored by teaching staff present.

### **Conclusion**

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

## APPENDIX A

### Conditions for Bringing a Mobile Phone into School

- Only boys who walk to and/or from school or who travel by public transport are permitted to bring a mobile phone into school.
- Boys who bring a mobile phone into school **must register it at the beginning of each term**. A registration form, available from the school office, must be completed **by a parent and returned to the Headmaster**.
- Boys who bring mobile phones into school do so entirely **at their own risk**.
- There will be no facility for safeguarding phones during the day.
- Blackberries, iPhones or any other phone with a camera or internet facility may not be brought into school. Only inexpensive phones with the sole purpose of making/receiving a telephone call or sending/receiving a text are permitted.
- Under no circumstances are boys permitted to make/receive calls or send/receive text messages during the school day.
- The use of a mobile phone for the purposes of photography or video recording is strictly prohibited anywhere on the school site.
- Mobile phones must be switched off at all times during the school day (not left in silent mode).
- A mobile phone which rings in class will be confiscated and parents will be asked to collect it. Thereafter, the 'privilege' of having a mobile phone in school will be withdrawn.

*NB:*

*If your son needs to call home on a matter of great urgency during the school day he can always do so from the school office*

## APPENDIX B

### MOBILE PHONE REGISTER

*Spring Term 2016*

Boy's Name: .....

Form: .....

Reason for Mobile Phone being brought into school. Please tick box(es) accordingly:

1. Walking from Home to School
2. Walking from School to Home
3. Walking to and from School
4. Travelling by public transport from Home to School
5. Travelling by public transport from School to Home
6. Travelling by public transport to and from School
7. Other (Please explain):

Mobile Phone Model: .....

Mobile Phone Colour: .....

Mobile Phone Number : .....

Day(s) Mobile Phone will be Brought into school. Please indicate by ticking box(es):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

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*I confirm that the details provided above are accurate and my son has read and understood the conditions for bringing a mobile phone into school as provided overleaf*

Parent's signature: ..... Date:.....

**Please return this form to the Headmaster**