



Mobile Phone Policy



Milefield Primary School has established the following Acceptable Use Policy for mobile phones that provides parents and pupils with guidelines and instructions for the appropriate use of mobile phones during school. We are sure that you will support us with this policy for obvious reasons.

While we acknowledge a parent's right to allow their child to bring a mobile phone to school, however, **Milefield Primary School discourages pupils from bringing one to school.**

1. Parents and pupils must read and understand the **Acceptable Use Policy (Appendix A)** before they are given permission to bring mobile phones to school.
2. The Acceptable Use Policy applies to pupils during school hours on the school site. **Mobile phones are not permitted on school trips or residential trips.**
3. If parents need to contact pupils for any reason during the school day, this should be done via the school office and not via the child's mobile phone.
4. Only pupils who have written permission from their parents are entitled to bring mobile phones to school.

We advise parents to only request permission for pupils who walk to and from school without an adult or if they are returning to the supervision of a member of the family who does not live at the home address. Please complete the attached permission slip (Appendix B) if you wish your child to bring his/her mobile phone to school and return the slip to the school office.

5. If pupils bring a mobile phone to school, ***the phone must be switched off until they leave the school premises at the end of the day.***
6. Pupils must hand their mobile phones to the class teacher at the start of the day. The class teacher will give these to the school office for storage during the school day. Teachers will arrange for the phones to be collected at the end of the school day and will return them to the child at the end of the day.

7. Pupils' mobile phones will be kept locked away until the end of the school day.

8. Mobile phones seen on the school premises being used at an inappropriate time will be confiscated immediately by a member of staff until the end of the day. At this time, it will be the responsibility of the parents to collect the phone from school, not the pupil. If a pupil is found taking photographs or video with a mobile phone of anyone, this will be regarded as a serious offence and disciplinary action will be taken including a meeting with parents.

9. **The school cannot be held responsible for the security of pupils' mobile phones at any time.**

Milefield Primary school will communicate this policy to parents and pupils and will reinforce the policy with pupils to ensure all members of the school community clearly understand expectations relating to mobile phone use. When changes are made to the way in which mobile phones are managed in our schools or in response to particular issues that arise, clear and thorough communication with parents and pupils is vital to emphasise our school's expectations.

Further information and government guidance regarding the use of mobile phones in schools is available using the link below:

[Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/118202/mobile-phones-in-schools-february-2024.pdf)



Acceptable Use Policy



Use of the Internet is now an integral part of people's lives. In spite of this, it is important schools continue to be aware of issues and problems and to continue to educate our children accordingly. It is important staff, pupils and parents understand the moral and ethical issues surrounding access to the Internet before allowing access.

There are a number of options available that restrict access to the Internet, but it must be understood that no system, other than a ban on using the Internet, can ensure users do not access material that is deemed inappropriate. Pornographic material is usually the main focus of filtering methods, but users need to be aware that removing racist, sexist and political material is beyond many filtering programs. There is also the difficulty with any filtering software that content which is deemed offensive to one group of people is regarded differently by others. Furthermore, we are now faced with more recent issues such as grooming, cyber-bullying and identity theft which cannot be controlled by filtering systems. For these reasons, treating the use of the Internet as an issue that involves pupils, staff and parents has to be the most sensible approach.

In response to this, the most appropriate course of action is to develop a school policy on use of the Internet together with a home/school agreement.

Milefield Primary School has an Acceptable Use Policy, together with rules for safe internet use. These rules are a joint agreement between staff and pupils as part of our E-Safety curriculum. The policy works in line with our Home School Agreement and is available to parents on request and electronically via our website.

Research using electronic methods is now fundamental to preparing pupils for citizenship and future employment possibilities. The school will ensure that opportunities for both integrating the use of the Internet into the curriculum and teaching pupils about E-safety will be planned and that staff will guide pupils in line with Government guidelines.

The school recognises that training the staff in preparation for using the Internet and indeed any mobile technology in a safe manner is vital. The school will use a variety of agencies to train the staff in integrating new technologies into the curriculum. Staff will be given regular opportunities to discuss issues surrounding the use of the Internet and E-Safety and develop appropriate teaching strategies. In addition, relevant governmental guidelines will be made available to all staff as a point of reference.

The school uses an Internet Service Provider (ISP) that has filtering software in place to minimise the risk of accessing inappropriate Internet material or receiving inappropriate e-mail. Should any pupils access material they have concerns about, they should notify a member of staff, who will then inform the E-Safety Co-ordinator. The Co-ordinator will then ask the ICT Technician to inform the ISP of the address of the offending web site. Where possible, appropriate action will then be taken to block further access. On occasions where a total block is not possible, staff will then use this to remind pupils of their own responsibilities in becoming safe users, in line with the Computing curriculum.

The school will take appropriate action against users that use the school facilities to knowingly access, or attempt to access inappropriate materials. Therefore, the school reserves the right to access the work area of any user to view files held in that area. All pupils across the school have access to the Internet and are able to use the technology available. It is anticipated that access to younger pupils will be more directed, with autonomous use being available to older pupils. Where pupils are given freedom to search the Internet for information, they should be given clear learning objectives by their teacher. In the event of inappropriate use or the accessing of inappropriate materials, action will be taken by the teacher, E safety co-ordinator or the Head of School. Any incidents will be reported and logged by the E safety co-ordinator using CPOMS.

Pupils will be taught to use e-mail, the Internet and mobile technology responsibly to reduce the risk to themselves and others. After being agreed by staff and pupils at the beginning of each year, rules for Internet access and the use of all technologies within school will be posted in each classroom and around the school. E safety will form an integral part of Computing lessons but will also be covered in regular assemblies and as part of our PSHE programme of study.

The school believes that access to the Internet and mobile devices will enable pupils to explore resources available from libraries, other schools, LAs and commercial content providers in a way that will enhance the learning process in ways impossible by other means. E-mail will allow communication to be made with other individuals and organisations, regardless of time and distance.

The final responsibility for use of the Internet and E safety lies with the parents and guardians of our pupils. Therefore, the school asks parents to sign our Home School Agreement and our regular E-safety updates. In doing so, parents are giving their permission for their children to be educated in accordance with school policies. Parents will also be provided with support and guidance in maintaining their children's safety away from school, through regular events in school and through documentation provided on our website. Such information will also be available in hard copies from the school, should this be required. Also, parents will be given access to online safety training and helpful guides from our connection to the National Online Safety portal.

This policy will be reviewed on a regular basis in line with the E-Safety Policy and any technological advances and developments.



Milefield Primary School



Mobile Phone Permission Slip

Name of Child: _____

Class: _____

My child needs to bring a mobile phone to school as he/she walks to/from school without an adult.

I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately, and I will be responsible for collecting it from school.

Name of Parent/ Carer: _____

Signature of Parent / Carer: _____

Date: _____

*Please sign and return as soon as possible.