

Woodlands Primary School

Devices Policy



Written by	Mark Burns
Ratified by Governors	Summer 2019
Date for Review	Summer 2022
Signed – Chair of Governors	
Signed – Headteacher	

This policy has been impact assessed by Mary Priestley in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Introduction

At Woodlands Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of personal communication devices in school has been drawn up in the best interests of pupil safety and staff professionalism.

Guidance for the use of personal communication devices

Pupils

- Pupils at Woodlands Primary School are not permitted to bring mobile phones, smart watches or tablets into school, or take them on school trips, unless there are exceptional circumstances which have been previously agreed by the headteacher.
 - Parents wishing to contact their child in cases of emergency can do so through the school office (01732 355577).
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the headteacher
 - the phone must be handed in to the school office, switched off, first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk).
- Mobile phones and tablets brought to school without permission will be confiscated and returned at the end of the school day to the child's parent.

Staff

- Staff must have their phones or tablets on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative), the member of staff will have made the headteacher aware of this and can have their phone on in case of having to receive an emergency call.
- Use of phones, smart watches or tablets must be limited to non-contact time when no children are present.
- Phones and tablets must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls / texts must be made / received in private during non-contact time.
- Phones or tablets will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

Parents and other Visitors

- We request that parents and visitors do not use mobile phones, smart watches, laptops, cameras or tablets in the school building or grounds.
- Mobile phones, cameras or tablets must never be used to take photographs in the school building or grounds.