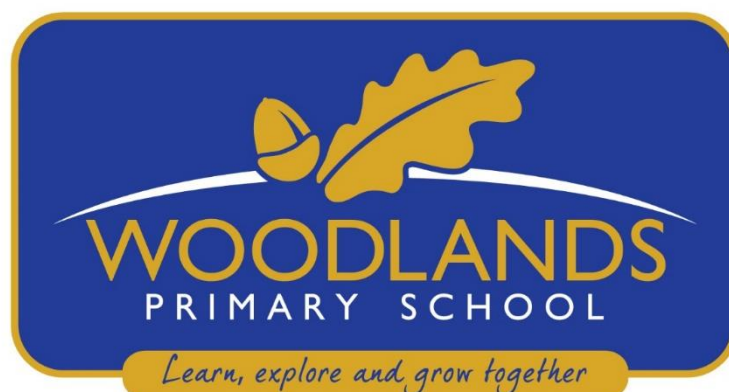


Woodlands Primary School

Devices Policy



Written by	Mark Burns
Ratified by Governors	Summer 2022
Date for Review	Summer 2025
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal or external policy?	External
Is this based on a model policy?	No

This policy has been impact assessed by Vicki Lonie 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

- Year 5 and 6 pupils who walk home on their own may bring a mobile phone to school in case they need to contact their parent / carer after school. In these cases, parents will have already notified the school that their child will be travelling home unaccompanied. The phones brought in for this purpose will be handed into the class teacher upon arrival and they will be locked away during the school day. These phones must not be used at all on the school site. If a child is seen using or carrying their phone, it will be confiscated and returned at the end of the school day to the child or child's parent (as appropriate).

Pupils bringing phones to school do so at their own risk. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

- All other pupils at Woodlands Primary School are **not** permitted to bring **mobile phones, smart watches (those with internet / camera functionality) 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).
- Mobile phones, smart watches and tablets brought to school without permission will be confiscated and returned at the end of the school day to the child's parent / carer.

Staff

- Staff must have their phones, tablets and watches on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. 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 (e.g. drawer, handbag, pocket) when staff are with children.
- 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 and on an educational visit for contacting parents in the event of an emergency.
- Occasionally, some of our staff are permitted to use their own mobile phone in exceptional circumstances on the school site e.g. if they need to request support for individual pupils and no other staff members are nearby. For these cases, we include this option within the pupil's personalised plans and/or behaviour risk assessments.

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. The exception to this is for productions, performances and some school events e.g. sports day. Any photos taken are only for personal use and should not be posted on social media or sent to others.

Document History	
Date	Summary of changes
Summer 2018	Previous version of policy approved by FGB
Summer 2022	Updated to reflect new approach for pupil use in Y5 and 6