

# KIRKHAM GRAMMAR SCHOOL

## POLICY DOCUMENT

### **MOBILE TELEPHONES AND SMART WATCHES**

This is a whole-school policy and is applicable to Kirkham Grammar Senior School (KGS) and Kirkham Grammar Junior, Infant and Pre-School (KGJS)

<b>Policy number: 45</b>	<b>Date last reviewed: November 2023</b>	<b>Next review: November 2025</b>
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#### **OBJECTIVES**

There is a need to manage the use of mobile telephones within a school context and to ensure that their use at school remains a useful tool rather than a hindrance.

Over the past few years as mobile telephone ownership has soared and as telephones themselves have become even more powerful and flexible, the school has become concerned about the negative potential of this technology.

- The possibility of text bullying threats made to pupils against their peers.
- Child protection: the mobile telephone represents a channel through which contact may be made direct with a vulnerable child by a stranger.
- Disruption of teaching and learning by the use of the 'silent' mode available on all telephones which may encourage pupils to send and receive text messages during lessons.
- Photography: mobile telephones that allow still digital pictures and video to be taken and sent to other handsets or computers. Potentially this can infringe personal privacy. Some younger pupils see mobile phones as toys rather than a means of communication with parents/carers.

The school accepts the benefits of the mobile telephones for pupils. Control over their use must be exercised, however, in the interests of:

- The protection and privacy of pupils and staff.
- The safety and welfare of pupils.
- The need for each pupil to be taught in classrooms undisturbed and undistracted.

## **POLICY**

### **Senior School**

The school accepts that pupils will wish to use their mobile telephones during the school day and may, on some occasions, need to do so, having first obtained permission from one of the teaching staff. Sixth Form students are allowed to use their phone in the Sixth Form Centre or in lessons where permission is granted. The rules listed below must be followed for all pupils in 1<sup>st</sup> to 5<sup>th</sup> year:

1. Pupils in 1<sup>st</sup> to 5<sup>th</sup> year, are asked to sign a 'mobile phone contract' at the start of the academic year. This clearly notes rules and repercussions.
2. Mobile telephones and smart watches are not allowed to be used between 8.45 am and 4.00 pm and must be switched off not left in silent mode.
3. Pupils in 1<sup>st</sup> to 5<sup>th</sup> year must hand their mobile phones into the class teacher at the beginning of each lesson.
4. Any pupil using a mobile telephone during the school day will have the handset confiscated. The handset may be collected from School Reception at 4.00 pm. Parents/carers will be informed.
5. Any pupil infringing the above rule for a second time, will not be allowed to carry their phone on their person during the school day. Parents/carers will be informed and the pupil will be expected to hand their phone into School Reception on arrival in school and collect it at the end of the school day.
6. The use of a mobile telephone as a camera and/or audio and video recording device at school, without the permission of a member of staff, is unacceptable. Such use, and especially one which invades the privacy of the pupils or staff, will be treated as a serious breach of discipline.
7. Parents/carers wishing to make emergency contact with pupils during the school day are encouraged to leave a message with the School Office.
8. Use of mobile telephones on school trips will be at the discretion of the staff in charge.
9. In line with Kirkham Grammar School's policy on the acceptable use of ICT, staff reserve the right to view any files, emails or text messages held on a mobile telephone or any other electronic device brought into school, where the school believes there is a child protection or welfare issue.

### **Junior School**

1. Pupils must not bring mobile telephones into school.
2. Pupils may not wear smart watches that have a sim card. Smart watches need to be switched off whilst pupils are on school premises.

3. Pupils who travel on the school bus may carry a mobile telephone but the telephone must be switched off and kept in the pupil's school bag throughout the day. Other pupils may only carry a mobile telephone in exceptional circumstances if this has been approved in advance by the Deputy Head or Headmistress.
4. Parents/carers wishing to make emergency contact with pupils during the school day are encouraged to leave a message with the School Office.
5. In line with Kirkham Grammar School's policy on the acceptable use of ICT, staff reserve the right to view any files, emails or text messages held on a mobile telephone or any other electronic device brought into school, where the school believes there is a child protection or welfare issue.

*Kirkham Grammar School*  
*Registered Charity No: 1123869 and Registered Company No: 6195985*

**KIRKHAM GRAMMAR  
JUNIOR, INFANT & PRE-SCHOOL**

**USE OF MOBILE DEVICES IN EYFS**

The Early Years Foundation Stage (EYFS) at Kirkham Grammar Junior, Infant and Pre-School is committed to ensuring the safeguarding of children in its care at all times. We recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children. This policy applies to all staff, parents, visitors and volunteers within the EYFS, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

**EYFS Staff Personal Mobile Phones**

EYFS Staff will not carry personal mobile phones or devices while working. EYFS Staff may use their mobile phones during break/lunchtimes in an agreed area not used by children.

A School mobile phone will be taken on all trips. This is in line with the statutory framework for the Early Years Foundation Stage, which states that providers should take contact telephone numbers and a mobile phone on outings.

Staff are aware that a mobile device constitutes all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras.

**EYFS Children**

EYFS children are not allowed to bring mobile phones into school.

**Visitors and Parents Within the EYFS**

The school will display a notice advising visitors and parents throughout the school that mobile phones are not to be used in the school. If a visitor or parent is seen using their mobile phone, they will be asked to switch this off. If parents wish to use their phone they will be advised to use this away from school premises.

Visitors are told that a mobile device constitutes all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras.

**Photographic and Video Images Within the EYFS**

Digital photographs or video images of pupils may be taken by staff to support educational aims provided consent has been given by their parents/carers; however, the school's Data Protection Policy must be followed concerning the sharing, distribution and publication of those images. Personal electronic devices should not be used to take photographs of pupils. Under no circumstances should images of pupils be posted on personal social networking sites.