



# ***POLICY DOCUMENT***

## **MOBILE PHONE POLICY**

<b>Date Reviewed</b>	October 2016
<b>Date Ratified by Governors</b>	October 2016 (Pending)
<b>Review Date</b>	October 2017
<b>Responsible Person</b>	Miss Parle

# Meadow Park School

## Use of Mobile Phones, Hand Held Gaming Devices and Music Players Policy

Mobile phones, music players, tablets and hand held game devices are now a feature of modern society and most of our pupils own some of these if not all. Increasing sophistication technology presents a number of issues for schools related to:

- The high value of these devices
- The integration of cameras leading to potential child protection and data protection issues.
- Disruption to school life when pupils unnecessarily access these devices during school hours.

At Meadow Park pupils are prohibited from having access to such devices during the course of the school day. Our policy is for pupils to hand them in at the start of each day, lock them away securely, and return them to the rightful owner at the end of the school day. Pupils are encouraged to leave such items at home.

Many pupils bring their hand held gaming devices, tablets and music players into school as they listen to them or play on them during their journeys to and from school. Mobile phones also have the same purpose but these are predominantly used as a means of communication. Pupils must hand these in to a member of staff for safe keeping.

### **Usage of cameras on devices**

- Pupils must not, under any circumstances, take photographs or videos of staff or school related activities either during school hours or outside of the school day. If this does occur it will be treated as very serious and the Senior Leadership Team will become involved. Parents/carers will be contacted and appropriate consequences decided.
- Pupils must also not take pictures or videos of their peers during school hours or when completing school based activities. Where they wish to do this they could request to use a school camera to do so.
- Images or clips which fit into the categories above must not be uploaded on to the internet under any circumstances. This includes social networking sites such as Facebook, Twitter or MySpace. As above, where this occurs it will be dealt with very seriously and parents/carers or the police may be contacted.

### **Unsuitable Material**

If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff. They will discuss the situation with parents/carers and decide a plan of action. This may include the pupil deleting the material or school confiscating the phone as appropriate.

In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents/carers will need to recover the phone from the police in such circumstances.

### **Bullying**

The school are very aware of the changing nature of bullying. This often now occurs through new technologies such as mobile phones and social networking sites. The use of mobile phones to act in a threatening or inappropriate fashion will be taken very seriously and the same procedures followed as when inappropriate images are found. See the E-safety or Anti-Bullying Policy for further information.

### **Responsibility**

School accepts no responsibility for theft, loss, damage or health effects relating to mobile phones or other items relating to this policy. It is the responsibility of parents and pupils to ensure their equipment is properly insured.