



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Personal Electronic Devices Policy

Creator and responsibility: *Marc Shoffren*
Governor responsible: *David Grunwald*
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Policy Development

Changes	Responsible	Date
Amendments in light of walking home along policy and clarification re-recording adults in school etc	MJS	Sept 2019
Reducing duplication etc	Emma D & MJS	Oct 22

Executive summary

A copy of this executive summary is in the staff handbook – any changes to this policy should be reflected there.

Key points:

- Children are not expected to bring mobile phones or personal electronic devices to school, except in exceptional circumstances, other than children walking home alone in Year 5 and 6 and all children in the final term of Year 6.
- If parents wish to send children to school with a phone or personal electronic device, then they will need to submit a request form.
- Staff and volunteers are not allowed to use phones when working with children. They must use school devices to take photos or recordings of children in any circumstances.
- Governors, parents and other visitors are similarly expected to not use phones around children, with the exception of parents/carers taking pictures of their own children in assemblies and similar public events.

Introduction

Alma Primary recognises that mobile phone and personal electronic devices are an intrinsic aspects of contemporary life for many. This policy gives guidance to parents, staff, volunteers and governors about the appropriate use of phones and personal electronic devices by children and adults in school, as well as on school activities.

Children

Alma Primary expects that in general children will be brought to school and collected by an adult or responsible person. In rare circumstances that a child would need to contact their parents/guardians then this will be through the school office, so there is normally no reason for children to bring personal devices, including mobile phones, to school.

There are occasions in which it is recognised that parents of children in Years 5 and 6 may wish to ensure children's safety on journeys to and from school, for example when children are walking home alone, and we expect that children in these classes will have a mobile phone with them on these occasions, as detailed in the school's Travelling Home Alone Policy

Where a child does bring a mobile phone to school, the phone must be handed to the class teacher at the start of the day and will remain switched off throughout the school day. In the event that children fail to hand in their phone or device to the class teacher and this is found, the phone or device will automatically be handed to the headteacher and will then only be returned to a parent/carer or adult designated by parents/carers to collect the phone or device.

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Off Site Visits and Residential Activities

Under no circumstances will pupils be allowed to take mobile phones on school excursions. In the event that children are found to have such devices with them on a visit or residential, then this will be taken by staff and returned to parents/carers at the end of the activity.

Inappropriate Use of Phones or Devices

If a child is found taking photographs or video footage with any device, this will be regarded as a serious offence and a member of the Senior Leadership Team will be involved. If the device has been used to take images of other children or teachers, then the device will not be returned to the parents until the incident has been fully investigated.

Staff, Governors, Parents and Volunteers

Staff, Governors, parents and volunteers are not permitted to use mobile phones, including cameras on phones during teaching time, in assemblies, on playground duty or while supervising children – with the exception of out of school visits, where their use is permitted purely in order to facilitate the health and safety of the members of the party (e.g. to record a suspicious incident). If photographs of pupils are required for school activities, including sports events, assemblies, class work, work for display or curriculum evidence etc, these may only be taken on a designated school device (e.g. school iPad).

Staff or volunteers wishing to use their mobile phones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call, for example if a class is outside at break time and the classroom empty, this would be acceptable. In cases of emergency, staff should seek permission from a member of the Senior Leadership Team.

Parents/carers are permitted to use mobile phones during school assemblies or events to take photos of their own child or children they have explicit permission to photograph. This will be kept under review by the Governors.

Recording of adults in school, for example for the purposes of research, in order to share initiatives etc, can only be done with the clear and explicit permission of all individuals involved. The above applies to all aspects of the school, including out of hours provision (e.g. After School Care, as well as clubs run by staff and outside providers). In order to avoid placing Alma staff in an inappropriate situation, parents/carers and visitors are not permitted to record Alma staff (for example during private meetings, or at parent events), either using audio or video, without the express permission of the Headteacher.

Conclusion

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.