



Bedfont Primary School

Pupil Mobile Phone Policy

This policy explains the rules and procedures regarding the use of pupil mobile phones at Bedfont Primary School

- Pupils are discouraged from bringing mobile phones to school unless an absolute necessity. Pupils below Year 5 are not permitted to bring phones to school at any time.
- If pupils bring mobile phones to school, the phones must be switched off and put in the class tray. They should not be used at any time on the school site.
- Should parents need to contact pupils this should be done following the usual school procedures: via the school office.
- Where a pupil is found by a member of staff to have their mobile phone anywhere other than the class tray, the phone will be taken from the pupil, handed to a senior member of staff who will record the name of the child and attach to the phone. The mobile phone will be stored in the school's safe. The phone will only be returned to a parent.
- Mobile phones are not permitted on school trips.
- If a pupil is found taking photographs or video footage with a mobile phone this will be regarded as a serious offence and disciplinary action will be taken according to the School's Behaviour Policy.
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher. Parents will be contacted immediately.
- Parents are advised that Bedfont Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It will be monitored, reviewed and amended as required.

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