



WEST TOWN LANE
ACADEMY

WWW.WTL.ACADEMY
0117 377 2295

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WHERE LEARNING IS AN ADVENTURE

MOBILE DEVICES POLICY

CHILDREN'S RIGHTS AND RESPONSIBILITIES:

Article 16 – Children have the right to Privacy.

Article 19 – Children have the right to be protected from abuse.

Last reviewed March 2024

Next review March 2027

RATIONALE

The aim of the policy is to protect children and young people from harm by ensuring the appropriate management and use of mobile phones & handheld devices by all individuals who are in school. This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones continue to be effective communication tools.

PURPOSES

- This policy will apply to children and young people, parents and carers, teachers, support staff, volunteers, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.
- It is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Misuse of mobile phones will have a negative impact on an individual's safety, dignity, privacy and right to confidentiality.
- Mobile phones also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.
- There is a separate policy regarding the taking of photographs, which should be read in conjunction with this policy.

GUIDELINES FOR STAFF

- All personal use of mobile phones is to be limited to allocated lunch and/or tea breaks, unless it is to be otherwise agreed by the Head Teacher.
- Safe and secure storage facilities are made available to store personal belongings as necessary.
- Photographs/recordings of classroom or outdoor activities should be taken on iPads, unless otherwise agreed by the Head Teacher.
- Staff are not to use their own personal mobile phones for contacting children and young people, parents and carers unless it is to be considered an emergency. The school mobile should be used during trips and sporting activities to contact parents/carers.
- Personal devices may be used to access the school's communication system in emergencies to access pupil's medical information.
- All service users, including parents, carers, visitors and contractors should be respectfully advised that their mobile phones are not to be used on the school site during the school day upon arrival. Lockers are provided and all mobile devices belonging to visitors should be stored and accessed at breaktimes only.
- No images, video or audio recordings are to be made by parents, carers or visitors without prior explicit written consent by the Head Teacher. The only exception to this is during school

Registered Address:

West Town Lane Academy
Brislington, Bristol, BS4 5DT

productions and shows where pictures and videos may be taken with the teaching staff present. Parents/Carers should be reminded not to share on social media.

- All individuals who are to bring personal devices into the school site must ensure that they hold no inappropriate or illegal content.
- It is recognised that mobile phones provide direct contact to others, and usage will sometimes be necessary particularly at difficult times. Acceptable use of mobile phones is therefore permitted to members of staff in agreement with the Head Teacher.

GUIDELINES FOR PUPILS

- It is accepted that mobile phones are the main source of communication between parents and children in case of emergency. Therefore any pupils who have permission to walk to/from school alone are permitted to bring a mobile telephone to school.
- Any mobile phones brought to school by a pupil must be handed into the main school Office at the beginning of the school day. Mobile phones can then be collected after the main bell has rung to signify the end of the school day (unless pupils attend an after school activity-these pupils may collect their device after their after school activity has finished).
- Pupils found to have a mobile phone on them during the school day will have their device confiscated immediately. Any member of school staff may confiscate a mobile device and hand it into the main school Office. Pupils may then collect their device at the end of the school day.
- Pupils must not have a mobile phone on their persons or in their belongings at any point during the school day, including break times, lunchtimes and in between lessons.
- There may be exception to these guidelines in particular circumstances, as agreed by the Headteacher or delegated senior member of staff.

CONCLUSION

Modern technology should be used to enhance existing practice and benefit the children and school community. Adherence to these guidelines will ensure this is done in a safe and appropriate manner.

This policy should be read in conjunction with that regarding photography in school.