



**St John & St James**  
Church of England Primary School

## **Mobile Phone Acceptable Use Policy**

St John and St James C of E Primary School has established the following Acceptable Use Policy for mobile phones that provides parents and pupils with guidelines and instructions for the appropriate use of mobile phones during school. We are sure that you will support us with this policy for obvious reasons.

While we acknowledge a parent's wish to allow their child to bring a mobile phone to school,  
**St John and St James School discourages pupils from bringing one to school.**

- Parents and pupils must read and understand the Acceptable Use Policy if they have consented to their child bringing a mobile phone to school.
- Pupils must always adhere to this policy whilst they are physically present on the school site or when they are wearing the school uniform.
- Mobile phones are not permitted on school trips or residential trips.
- If parents need to contact pupils for any reason during the school day, this should be done via the school office and not via the child's mobile phone.
- If pupils bring a mobile phone to school, *the phone must be switched off until they leave the school premises* at the end of the day.
- Pupils must hand their mobile phones to their class teacher on arrival at school.
- Pupils' mobile phones will be kept locked away until the end of the school day.
- Mobile phones seen on the school premises being used at an inappropriate time will be confiscated by a member of staff until the end of the day. At this time, it will be the responsibility of the parents to collect the phone from school, not the pupil.
- If a pupil is found taking photographs or video with a mobile phone of anyone on the school premises, this will be regarded as a serious offence and disciplinary action will be taken, including a meeting with parents/carers. The phone will be confiscated until such a meeting takes place.
- If we become aware that pupils have made abusive calls, emails, texts, social media posts, threats of violence or assault directed at another pupil, the school will take such conduct extremely seriously and may involve the police or other agencies as appropriate. The phone will be confiscated. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. If a phone is confiscated, a parent/carer will be required to collect the phone from school. The phone will be confiscated until such a meeting takes place.
- Please note that staff have the power to search pupils' phones, as set out in the DfE's guidance on Searching, Screening and Confiscation if we believe it has been used to commit an offence. Certain types of conduct, bullying or harassment can be classified as criminal conduct.

**The school cannot be held responsible for the security of pupils' mobile phones at any time.**