

Greenbrae School Mobile Phones and Electronic Devices Procedure

Purpose of Procedure

The aim of the procedure is to ensure the appropriate management and use of mobile phones and electronic devices by pupils.

Who is responsible?

All staff, parents and pupils are responsible for ensuring that mobile phones and electronic devices are used in line with procedure.

Procedure for Pupils

It is recognised that many pupils will wish to take their mobile phones/smart watches to school and that this will be supported by many parents. There is no requirement for pupils to use these devices during the school day, but we understand that some pupils use them for contacting parents after school so please read the guidance below in relation to mobile phones in school. Pupils are permitted to wear smart watches but they must be set to 'school mode' or equivalent during the day.

Parents should not contact pupils directly on their mobile phones/smart watches during school hours. Any emergency contact with a child during the school day should be made through the school office. Similarly, if there is a need for a pupil to contact parents during the school day this must be done through the school office and not via pupil mobile phones. The school will accept no responsibility for loss or damage for pupil mobile phones or devices.

If a pupil comes to school with a mobile phone:

- The phone must be handed to their teacher at the start of the day, they will keep it securely stored on the top shelf of a locked cupboard, until the end of the day, when the device will be returned to the child.
- Under no circumstances should any pupils ever capture any photos or videos in the school and playground.
- Pupils will not have access to devices during the school day.
- At no time will the class teacher or any other member of staff be responsible for your child's device. Unless there are specific circumstances, it would be best to keep devices at home.
- If a pupil does not adhere to these rules, the phone will be handed in to the main office and collected by a parent/carer at the end of the school day.

Smart watches can be worn if they are used responsibly. They must not be used to take photos or connected to the internet to make contact with others. If the pupil is not using the watch responsibly, then it must be removed and handed in to the teacher.

Greenbrae School Mobile Phones and Electronic Devices Procedure

Mobile Phones and School Events

Class Day Trip

In the majority of cases, when a class goes on a day trip, they are not travelling great distances and so the use of any electronic devices is not necessary or appropriate. However, there are occasions where a class makes a day trip further afield and where pupils are spending several hours on a bus. In such cases, it is common that pupils wish to bring electronic devices e.g. device to listen to music. It is important to ensure pupils, parents and staff are clear on our rules and procedures for day trips, in order to ensure the safety of everyone on the trip.

- No phones to be taken however smart watches are permitted and must be set to school mode for the duration of the trip.
- Adults and pupils on the trip may take photos on a school iPad which can be made available to parents at a later date via Seesaw.

School event out with school hours

For any event or club organised by the school, the parents or by volunteers in the local community we have a “No Phones” rule. For example, if there is a school disco, we cannot allow pupils to bring phones, text, take photos or share media on any social networks from a school event.

Pupils are **not** permitted to use mobile devices at any such event. Some parents will want their child(ren) to take their phone to use after a school disco. As it would also be unreasonable to ask the PTA to take responsibility for the devices at such an event, if a pupil does bring a mobile device to a school event out with school hours it must remain out of sight for the duration of the event e.g. in a bag or a pocket. Furthermore, the pupils are entirely responsible for their device and the school will accept no liability for loss or damage.

Parents / Carers taking photos / videos at school events

Understandably, parents and carers will be keen to take photos and videos of their children at special events such as concerts, school assemblies or sports day. We are very happy for parents /carers to take photos and videos under the following conditions:

- Try as far as possible to take photos and videos which **only** feature your child.
- Where any other children do feature in the captured media, please **do not** share this content on any social media sites.