

Walkley Primary School
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'Enjoyment, Achievement and Learning for life...'

Friday 15th November 2019

Dear Parents, Carers

School policy: The Use of Mobile Devices

*It has been brought to our attention that pupils are bringing mobile phones to school and not following school policy and procedure regarding E-safeguarding. If you deem it necessary for your child to bring a mobile phone to school please be aware of the following details as set out in **the E-Safeguarding policy, p18***

Pupil Mobile phone usage in schools

General issues

- Mobile phones and personally-owned devices will not be used in any way within the school site, during lessons or formal school time.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.
- **All mobile phones and personally-owned devices will be switched off prior to entering the school grounds, and handed in at reception should they be brought into school.**

Pupils' use of personal devices

- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.

We would advise that mobile phones are only suitable for Y5 and Y6 pupils who walk to and from school on their own if deemed necessary by parents/carers.

Yours Faithfully

Walkley Primary School Safeguarding Team