



## Mobile Phone Protocol (Kaleidoscope MAT Schools)

We strongly encourage that pupils do not bring mobile phones into school, however, we accept that there are some exceptional circumstances where a mobile phone can offer parents/carers peace of mind in terms of their children travelling to and from school.

If a pupil has a mobile phone for their journey in these circumstances, then we ask for the parent/carer of the pupil to agree to the following criteria and for the parent/carer to sign at the bottom of this document and return it to the school office.

- If a pupil brings a mobile phone into school, it must be clearly labelled with their name and left at the school office at the beginning of the day and collected at the end of the day. The school cannot accept any responsibility for the loss or damage of a child's mobile phone.
- If pupils bring mobile phones to school, they must remain switched off whilst on the school grounds. Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures – via the school office.
- Where a pupil is found by a member of staff to be using a mobile phone at school, the phone will be confiscated, and then should be collected by the pupil at the end of the day. If this occur again, the pupil will lose the right to bring a mobile phone into school.
- If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour and Child on Child Abuse Policies. The pupil will lose the right to bring a mobile phone into school.
- 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.
- For the pupil's protection, parents/carers should make their child aware of E-safety issues such as not giving their personal details to strangers who they have contacted online.
- This document supports the school's Health & Safety, Behaviour, Child on Child Abuse, Safeguarding and Child Protection and Internet Acceptable Use policies.

School name: \_\_\_\_\_

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_