

**PUPIL
MOBILE
TELEPHONE
USAGE
POLICY**

Policy Statement

The increased use of mobile phones requires that staff, pupils and parents should take steps to ensure that mobile phones are used responsibly.

This policy is designed to set out the Schools' policy on the use of mobile telephone by pupils.

The use of mobile phones and similar devices can present a number of problems, including:

- disruption to classes and the learning environment
- discipline issues because of theft, loss or damage
- child protection issues, because of the unauthorised capture or distribution of images.

Eligibility

Eaton House Schools will allow pupils to bring mobile phones to school if the following criteria are met:

- be in Year 6 and above and travelling to and / or from school on their own and hold a 'yellow badge'
- be fully aware of the dangers of internet and other 'feeds' and to be responsible with their phone as a consequence
- be aware that any misuse of the phone at school or during 'school time' will result in the pupil being unable to bring the device or similar to the school

Measurement and Review

Senior Management establishes and reviews the Pupil Mobile Telephone Usage Policy.

Procedures

- The parent of the pupil concerned must contact the school to seek permission for their child to bring a mobile phone.
- Parents must complete the online permission form found on the parent portal
- The pupil will read with their parent the Pupil Mobile Phone Policy and sign and send it to the school PA prep.pa@eatonhouseschools.com (Miss Danielle).
- Pupils travelling on the Fulham and Belgravia buses in the mornings and after school are not permitted to use their phones (unless they need to contact parents with regarding travelling arrangements)
- Each day on arrival the pupil will hand in their phone to the SMT office where it will be kept until the end of the day when the mobile device will be collected by the pupil.
- Under no circumstances will the pupil's mobile phone be allowed on the school premises if it is not kept in the SMT office. If at any time a pupil is found with a mobile phone in their possession during the school day it will be confiscated and returned to their parents. If this is repeated the pupil will not be allowed a mobile phone on the school premises again.
- Smart watches are not permitted on the school premises.

At Home and Away from School

- Whilst away from school the pupils use of their mobile phone is their own and their parents' responsibility.
- It is advised that sensible precautions are adopted by the pupil when using their phone in public places.
- Eaton House Schools will not tolerate pupils who photograph or film other individuals without their consent, download and display inappropriate material. The school will not tolerate any rude, aggressive, insulting or anti-social use of the pupil's mobile phone that has any connection to the school body (pupils, parents, staff and the name of Eaton House the Manor School) via text, digital images, e-mail or any other medium.

Such activities will be reported to parents and dealt with under the school discipline policy. Where they constitute a criminal offence, the police may be involved.

School Trips

Mobile phones are not permitted on day and residential school trips.

Security and Loss

Eaton House Schools does not accept responsibility for any loss or damage which may occur whilst the mobile phone is on school premises. The phone is the sole responsibility of the pupil at all times.

Permission Form

I have read and understood Eaton House Schools Pupil Mobile Phone Policy and will adhere to all that is contained therein.

School:	
Parent Name:	
Parent Signature:	
Pupil Name:	
Pupil Signature:	
Date:	