

Appendix 1: Pupil Code of Conduct for mobile phones and communication devices in school

You must agree to the following rules if you bring your mobile phone to school:

1. You must be a lone traveller and walk to or from school alone.
2. You must have signed parental permission to bring your phone into school.
3. You may not use your mobile phone when in school. Phones must be handed in to the teacher / adult as soon as you enter the classroom, The Zone or any club.
4. Phones must be switched off (not just put on 'silent').
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

I agree to the above and understand that I will not be able to bring my phone into school if I do not follow the rules above.

Pupils signature _____

Date _____

Appendix 2 : Acceptable Use Agreement for Mobile Phones and other Communication Devices

This Acceptable Use Agreement provides parents and pupils with guidelines and instructions for the appropriate use of mobile phones during school.

Parents and pupils must read and understand the Acceptable Use Agreement before they are given permission to bring mobile phones to school. The Acceptable Use Agreement applies to pupils during school hours on the school site.

Please note that Mobile phones or any other form of communication devices 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.
- Only pupils who have written permission from their parents are entitled to bring mobile phones to school.
- 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 immediately by a member of staff and passed to the Headteacher 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, this will be regarded as a serious offence and disciplinary action will be taken including a meeting with parents.
- The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Fair Field Junior School Mobile Phone Permission Slip

Name of Child: _____ Class: _____

- My child needs to bring a mobile phone to school as he/she walks to/from school without an adult.
- I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately and I will be responsible for collecting it from school.

Signature of Parent / Carer: _____

Date: _____

The school reserves the right to revoke permission if a pupil does not abide by the policy.

I agree to the above and understand that I will not be able to bring my phone into school I do not follow the rules above.

Signature of pupil _____

Appendix 3: Permission form allowing a pupil to bring their mobile phone / communication device to school

This form is to be filled in if a child is **not normally allowed to bring in a device**, but the Headteacher is granting an exception.

| PUPIL DETAILS | |
|---------------------------------|--|
| Pupil name: | |
| Year group/class: | |
| Parent/carer(s) name(s): | |

The school has agreed to allow to bringto school because they:

Pupils who bring a mobile phone or communication device to school must abide by the school's policy on the use of these devices, and the school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate) _____

| FOR SCHOOL USE ONLY | |
|-----------------------|--|
| Authorised by: | |
| Date: | |