



St. Patrick's R.C Primary, Dipton Mobile phone policy

Revision History					
Name	Ver	Reason for change	Status	Date	Review Date
Mrs J Burgess	1.0	Review	Final	No changes November 2020	November 2022
Mrs J Burgess	1.0	Updates	Final	Reviewed at Standards and Curriculum Committee March 2018	March 2020

Introduction

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governing body members, children, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following policies:

- Keeping Children Safe in School - Safeguarding our children: Early Help through to Child Protection
- Staff Code of Conduct
- Internet Acceptable Usage Policy
- E-Safety Policy

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Although the school strongly advises that students do not have mobile phones at school, the school accepts that parents may decide that their child should carry a mobile phone for their journey to and from school for use in an emergency. If this decision is taken, both parents and students agree that phones will be handed into the school office. A 'mobile phone contract' between home and school must be completed.
- Students found with mobile phones in school which have not been handed into the office will have their mobile confiscated. We will then ask parents/carers to collect the phone at the end of the school day.
- Where a mobile is brought into school, it is entirely at the students' and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other electronic device.
- Pupils will not have access to mobile phones during the school day. It is forbidden for pupils to record photographic images (still or video) or sound recordings of other students to and from school.
- In accordance with the school's Acceptable Usage Policy and E-Safety Policy, the school will alert parents where there is a reasonable suspicion that a phone may contain undesirable material, including those which promote pornography, violence or bullying.
- Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

Staff:

- Staff must have their phones on 'silent' mode or switched off during lesson time.
- Staff may not make or receive calls or text messages during teaching time.
- Use of phones must be conducted only in the staffroom or personal office and limited to non-contact time and official breaks when no children are present.
- Phones must be kept out of sight.
- Staff should never give their personal mobile number to a student.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Where a mobile is brought into school, it is entirely at personal risk. The school accepts no responsibility for the loss, theft or damage of any phone.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as ipads.
- A school mobile phone will be carried to educational visits/sporting events for contacting parents in the event of an emergency.

Parents & other visitors:

- We request that parents or visitors do not use mobile phones in the school building
- Mobile phones must never be used to take photographs or recordings in the school building or grounds.
- Parents should not place images of other students taken at school events on social media sites.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Exemptions

Exemptions to this policy can only be approved by the Headteacher and then only in exceptional circumstances.