

St. Michael's Catholic Primary School



October 2024

Mobile Phone Policy for pupils and staff



'With Jesus we can *achieve* what we *dream* and *believe*'

Mobile Phone Policy for Pupils and Staff

Reviewed: October 2024

This policy outlines the appropriate use of mobile phones in St Michaels Catholic Primary School.

Rationale

At St Michaels, providing a safe and secure environment for everybody in our school family is of paramount importance. The aim of the mobile phone policy is to promote safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This will allow teaching and learning to be conducted in an environment free from unnecessary distractions or disruptions.

This policy applies to all individuals who have access to personnel mobile phones on site. This includes staff, volunteers, governors, children, parents, carers, visitors and contractors.

Aims:

- To inform all members of our school community about the appropriate use of mobile phones at St Michael's Catholic Primary School.
- To outline the procedures and processes of this policy.

Guidelines

Children are not allowed to bring mobile phones to school unless in Year 6. Year 6 pupils will only be allowed to bring in a mobile phone with written permission from a parent/carer with regards to walking home.

There are no reasons why a child needs to use or have in their possession, a mobile phone during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

In general, children should not bring valuable items to school as they can be easily lost or stolen which is often distressful for the child. **Parents need to be aware that mobile phones are brought to school entirely at the owner's own risk and the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.**

In exceptional circumstances the school may allow a child's mobile phone onto the school premises. This will only take place after a parent/carer has sought approval in advance from the Headteacher. In this instance the mobile phone will be given to the school office for

safekeeping until the end of the day. The mobile phone must remain switched off whilst in school.

If a child brings a mobile phone to school without prior approval from the Headteacher, the phone will be removed from the pupil for safekeeping. The phone will be stored safely in the school office and a parent/carer will need to collect the mobile phone at the end of the school day.

Inappropriate Use

If a pupil uses a mobile phone to take photographs or video footage of either other pupils or members of staff, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the school Governors. If images of other pupils or members of staff have been taken, the phone will not be returned to the pupil until the images have been removed either by the pupil in the presence of the Headteacher or by their parent/carer.

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

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

Staff

The school recognises that staff will bring their mobile phones to work and that they will be used within the parameters of this policy.

- The use of mobile phones is restricted to break and lunchtimes. At all other times of the day staff mobile phones will be switched off.
- Under no circumstances should mobile phones be used in a space where children are present e.g. classrooms, playgrounds etc.
- Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty or during meetings.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example to take photographs or videos of children.
- Staff are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the school.
- It is also advised that staff security protect access to functions on their phone.

Visitors

Volunteers, visitors, Governors and contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to other e.g. the staffroom or school office. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while in school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones whilst on the school site is *courteous* and *appropriate* to the school environment.

We do allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own child(ren).**

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Date Approved by Governing Body:

Chair Governors: Jeanette Riley

Headteacher: Alyson Rigby

Next Review Date: October 2026