

St Mary's Catholic Primary School

MOBILE PHONE POLICY

Introduction

At St Mary's the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- Child Protection policy
- Staff Code of Conduct

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips unless specific permission has been given.
- In the event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school the pupil must hand the phone in, switched off, to the school office first thing in the morning and collect it from the office at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school and not left in the school office will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Only designated staff may use mobile phones for in-school communication, e.g. Pastoral Care Worker, ICT Technician, Site Manager.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.

- Staff may use personal devices to receive school email. This will be set up with the support of the school's ICT Technician.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

Parents & other visitors:

- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*
- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

We very much appreciate our parents' support in implementing this policy in order to keep your children safe.

September 2014