

St Mary's Catholic Primary School

*Learning and loving on our journey with
Jesus.*



To the greater glory of God

Mobile phone policy for Staff and Pupils

This policy provides clear guidance on the use of mobile phones in school by staff and pupils.

1. Introduction

1.1 This policy provides guidance on the appropriate use of personal mobile phones by staff and pupils.

1.2 St Mary's Catholic Primary School does not permit pupils to have access to mobile phones during the school days. Under point 4.2 children may bring a mobile phone but it must be left in the office during the school day where it will be kept in a locked cupboard.

2. Smart Phones

2.1 Smart phones are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones, uploaded onto social media. Once posted on the internet it is virtually impossible to delete the picture.

3.2 There is potential for mobile phones to be misused in schools by the inappropriate use of pictures and access to social media. They can become an instrument of bullying or harassment directed against pupils and teachers.

3. Staff Policy

3.1 Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate eg. Not in the presence of pupils or in public areas.

3.2 Mobile phones should be switched off or on silent and left in a safe place during lesson times. There are secure facilities available in all classrooms and school will not take responsibility for items that are lost or stolen.

3.3 Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

3.4 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

3.5 With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

3.6 This guidance should be seen as a safeguard for members of staff, the school and the Academy Trust Company.

3.7 Staff should understand that failure to comply with the policy could result in disciplinary action.

3.8 For emergency use, teachers may use their own phones e.g. off-site activities schools trips, sporting events, swimming lessons. The sharing of mobile phone numbers between staff for the purposes of maintain contact in case of emergency is considered good practice.

4. Pupil Policy

4.1 While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision or are going elsewhere after school, St Mary's does not permit pupils to bring mobile phones to school except in exceptional circumstances due to the potential issues outlined above.

4.2 When a child needs to bring a phone into school the mobile phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that the School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

4.3 Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach to the phone. The mobile phone will be stored by the School Office. The parent will be required to collect the phone at the end of the school day.

4.4 If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.

4.5 If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate adult in the presence of a senior teacher.

4.6 Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

4.7 Parents are asked to discuss the appropriate use of calls and text messages with their child as they can be used to bully pupils. Year 5 /6 teachers will include lessons on the perils of 'sexting' in PHSE/transition lessons.

4.8 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 01628 622570)

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.

This policy was reviewed and agreed by the Governing Body on

Date.....

Signed.....

It will be reviewed again by spring 2020