

Mobile Phone Policy

Introduction

At Our Lady's Catholic Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones / devices in school has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- ❖ Behaviour policy
- ❖ Child Protection policy
- ❖ Pastoral Care policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Images policy
- ❖ Computing Policy
- ❖ eSafety policy

Use of mobile phones/devices

Pupils:

- Pupils are not permitted to have mobile phones or devices at school or on school trips.
- If, on a rare occasion/exceptional circumstances, a parent wishes their child to bring a mobile phone/device to school:
 - The parent must put their request in writing to the head teacher.
 - The phone/device must be switched off and handed in to the school office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
 - The parent will take responsibility for the phone and the way it is used.
- Mobile phones/devices brought to school without permission will be confiscated and must be collected by the parent at the end of term or half term.
- Occasions and repeated or serious incidents where children have mobile phones or devices in school without permission and/or use them in school will be taken very seriously and will be managed in line with our Behaviour Policy.
- The school accepts no responsibility for lost/stolen phones or devices (even when confiscated).
- Parents are also responsible for children's use of mobile phones / devices to and from school, including the school bus. Inappropriate use at these times remains the responsibility of the parent and should be reported to the Police.





Staff:

- Staff may not have their phones/devices in classrooms or on their person when working with children.
- Staff may not use phones/devices in the presence of children. Emergency calls from relatives/friends can be made to the school office and teachers will be called to the office to take the call.
- Use of phones/devices must be limited to non-contact time when no children are present.
- Phones/devices will never be used to take photographs of children or to store their personal data.
- A school/personal mobile will be carried to sporting fixtures away from school or on an educational visit for contacting school or parents in the event of an emergency. Personal phone numbers should not be given to children's parents or carers.
- 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 very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

