

# **Mobile Phone Policy**



## **St Vincent's Catholic Primary School**

### **The School Mission Statement**

*To love, serve and learn as Jesus shows us*

### **DOCUMENT STATUS**

<u>Drafted:</u>	<u>Last review:</u>	<u>Adopted by Governors:</u>	<u>Implemented:</u>	<u>Next review:</u>
March 2016	February 2022	March 2016	March 2016	February 2023

## **Mobile Phone Policy**

### **Rationale**

The Staff and Governors of St Vincent's Catholic Primary School recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

### **AIMS**

- To inform all members of our school community about the appropriate use of mobile phones at our school.
- To outline the procedures and processes of this policy.

### **GUIDELINES**

#### ***Staff***

- During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.
- Mobile phone use is not permitted during teaching time, while on playground duty and during meetings.
- Staff are reminded that in cases of emergency the school office remains the most vital and appropriate point of contact and can ensure that you are reached quickly. (Telephone number 01925 726544)
- Staff are reminded that personal phone numbers and email accounts should be kept private and should not be used to contact pupils or their parents.
- Personal mobile phones should not be used to record any digital images of activities undertaken by the pupils other than in exceptional circumstances, which have been made known to the Headteacher and permission sought. In this instance the member of staff should ensure any information recorded has been deleted.

## ***Pupils***

- Pupils should not bring valuable items to school, as they can be easily lost or stolen.
- Pupils remain responsible for all of their personal effects whilst at school. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 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 (Telephone number - 01925 726544). This includes the sending of text messages to children, which cannot be accepted by school in lieu of a permission slip to walk home etc.
- Pupils are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission Slip. They must hand the phone in, switched off, to their class teacher before the start of the school day and collect it at the end of the day. The phones will be secured in school during the day. It is not the responsibility of members of staff to seek out pupils to distribute phones back to them if children do not come to collect them. Mobile phones must not be used on the playground either before or after school.
- If pupils do bring their mobile phone to school it should be clearly marked with their name.
- If a pupil is found taking photographs or recording video footage with a mobile phone of either other pupils or school staff and / or uploading images or video onto the internet, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- If images of other pupils or school staff have been taken, the phone will not be returned to the pupil and the images must be removed by the pupil in the presence of a teacher. The phone must then be collected from school by a parent.

## ***Sanctions***

If students fail to follow these guidelines the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to the parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.
- A pupil being banned from bringing a mobile phone onto the school grounds.

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

***It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.***

### **Mobile Phone Permission Slip**

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

I give permission for my child to take their phone to school for the following reason:

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My Child and I understand and agree to the following :

- That the mobile phone will be turned off before handing it in to my child's teacher and that it will stay locked away during the day.
- That it is my child's responsibility to collect the phone at the end of the school day.
- That the school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- That the phone may be confiscated if it is found to have been used inappropriately

Signed \_\_\_\_\_ Date \_\_\_\_\_