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# Our Lady Immaculate Catholic Primary School

## Mobile Phone Policy

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This policy outlines the appropriate use of mobile phones on our school site. This policy complies with GDPR.

### *Rationale*

As a safeguarding school providing a safe and secure environment for everybody in our school family is of paramount importance. In this way teaching and learning can be conducted in an environment free from unnecessary distractions or disruptions.

### *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*

#### *Children*

- Children are not allowed to bring mobile phones to school.
- 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 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 the parents/carer have previously sought approval from the Head Teacher or member of the Senior Management Team. In this instance the mobile phone will be given to the child's class teacher 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 arrangement with the Head Teacher or member of the Senior Management Team the phone will be removed from the pupil for safekeeping. The phone must be stored safely with a member of

the Senior Management Team and parents will be contacted to collect the phone.

- 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 Head Teacher should 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 a member of the SMT 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.

### *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 eg 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 setting.

Parents, visitors 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 others e.g. the staffroom or school office.

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

### *Inappropriate Use*

Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or threatens or is likely to threaten the safety or wellbeing of any person; or is in breach of any law.
- Inappropriate use of mobile phones will include any child or adult using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.



# For the Safeguarding of your children

The use of  
mobile phones is  
**prohibited**  
on the school site

Approved by Governors: Autumn 2018

# Thank you for your co-operation