



**St Joseph's Catholic Primary School**

# **Mobile Phone and Personal Devices Policy**

**March 2019  
Review March 2020**

# **St Joseph's Catholic Primary School Mobile Phone and personal devices Policy**

## **For Staff and Children**

### **Introduction**

St Joseph's school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

This policy will be monitored, reviewed and amended as required by the Headteacher and Governors. It should be read along with the policies listed below:

- Health and Safety
- Anti-bullying
- Child Protection
- Internet Acceptable Use

Mobile phone technology is advancing and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording. Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate.

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the school, and to ensure effective safeguarding practice is promoted to protect against potential misuse. As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff, parents and volunteers against any unfounded allegations.

**In addition to mobile phones there are personal devices such as iPads, notebooks, smart watches or iPods. This policy applies to any personal electronic device.**

### **Procedures**

#### **Staff's Personal mobiles**

- Staff phones should be stored in a place that is secure and out of reach of children, they should be on silent if they are left switched on. There is a clear expectation that during school hours, all personal use is limited to allocated lunch and/or tea breaks and calls are taken or made in a place that is not accessible to children.
- The Headteacher will do random checks throughout the year.
- Staff are not permitted, in any circumstance, to store anything to do with the children on their personal phones unless agreed in advance with the head teacher.
- Mobile phones must have a password set to unlock.

### Parents, visitors and contractors

- If working with children, we respectfully request that mobile phones are not used and the same rules apply as staff.
- To avoid any unnecessary disturbance or disruption and to safeguard the children in our care, we ask that mobile phones are kept securely when visiting a class.
- When visiting for assembly, Mass or services, visitors and parents are asked to turn their mobile phones off so they do not interfere with the sound system and they should not be used during any service.
- Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone on the school site.
- For performances, they will be advised by the Headteacher when it is acceptable to photograph or video when the children are performing or representing the school however, we ask you to be mindful of where the images are stored and ask you to think about whom you are sharing the images with when on social media. If the children are in their school uniform, photographs and videos must not be uploaded on to any social media for safeguarding reasons. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.
- No liability for loss and damages is accepted.

### Children

- In general, children should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- 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.
- Mobile phones and personal devices should be handed to the teacher, so they can be placed in a safe inaccessible place for the school day and they will be returned at the end of the 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.
- **If a child breaches these rules the phone will be confiscated and given in to the main office. It will be returned to the child after a discussion with parents.**

### Offsite/trips

- Staff may use their mobile phone on a trip to make emergency calls, calls directly related to school business or to post an appropriate update on the class twitter page.
- The school mobile phone should be taken on all school trips to allow teachers speedy access to parents in case the school office cannot be contacted
- Staff should ensure their mobile phone has a password lock to enter the phone.

Signed by the Governing body\_\_\_\_\_

Date\_\_\_\_\_

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