



Mobile Phone Policy

Mission Statement

'Let the light of Jesus shine through in all we think and say and do'

Our Mission Statement aims to 'prepare our children for the challenge of leading a Christian life, so that they will become good and honest citizens in today's world'.

St. Mary's is a welcoming school where: We pray together, care for each other and learn together. We feel safe and respected. We try to do our best. Everyone is treated fairly. We have fun with our friends With Jesus Christ at the heart of our loving Catholic community.

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

Introduction

At Saint Mary's Catholic Primary School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the improved functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Camera Mobile Phones

Mobile phones with cameras are becoming increasingly popular and enable users to take high-resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers



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Staff policy

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

- Outside of their teaching hours.
- Discreet and appropriate eg: not in the presence of pupils.
- Mobile phones should be switched off and left in a safe place during lesson times.
- The school cannot take responsibility for items that are lost or stolen.

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, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. With regard to camera phones, a member of staff must never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

(To be read in conjunction with the staff Code of Conduct)

Parent, Visitors or Volunteers In School Policy

Adults either in school or in accompanying children on school trips must not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as a sports day or summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras must not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips must not use their mobile cameras to take pictures of children. Parents taking photographs at school events e.g. Christmas productions should only be of their own children and not be used on social media as other children may well be on the same photo.



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Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school for pupils in Years 5 or 6 if they walk to and from school without adult supervision, Saint Mary's discourages pupils bringing mobile phones to school due to the potential issues raised above. Pupils from the Year 4 and below are not permitted to bring phones in to school.

When a child needs to bring a phone into school, the parent must sign a permission slip (Appendix 1) and the phone must be left in the office at the start of the day and collected at the end of the day.

Phones must not be seen on the school premises at any time.

Parents are advised that Saint Mary's accept no liability for the loss or damage to mobile phones, which are brought into school or school grounds. The mobile phones are stored in the head teacher's office from the moment the pupil comes into school. The pupil may collect the phone at the end of the school day. 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 our Behaviour policy.

If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. (Please see more guidance on sexting in our child protection policy). In these circumstances, a parent must come in to collect the phone from school.

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.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Anti bullying, Child Protection and Safeguarding, Online-Safety and Acceptable Use policies. This policy will be monitored and reviewed as required.

Signed: Chair of Governors-

Executive Head-



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