



Mobile Communication Devices Policy

Mobile Phones

Staff

Staff working in EYFS are NOT permitted to have their mobile phones on their person in school. These must be locked in a secure place, i.e. school office.

Adults other than those working in EYFS may have mobile phones in school. They will:

- ensure that their mobile phones are either switched to silent or off during lesson times.
- not be making or taking personal calls in the vicinity of children at any time.
- not be using applications on their phone in the vicinity of children.
- not give their personal contact details to children or young people, including their mobile telephone number.
- only use school equipment, e.g. school mobile phone or landline to communicate with parents or agencies. Staff are not permitted to call parents from their own mobile phone unless the call can be reasonably justified (i.e. emergency situations where no other method of communication is readily available).
- not take ANY images of school children on their mobile phone. In some circumstances, an adult may justify why they do have an image on their phone, e.g. 'My child was a guest at their party.' However, staff should expect to be challenged if they do possess photographs of school children on their phone.

There are certain occasions where the learning environment can be enhanced through discrete use of mobile phones/other media, for example, providing music, using a stopwatch and in some cases, lesson notes. The SLT retain the right to ask staff to evidence their phone use at any time in school.

All staff will be vigilant in monitoring visitors for any covert use of mobile phones or cameras and report any suspicious use of mobile devices to the Senior Leadership Team.

It is understood that personal mobile devices are used as a means of communication with school when out on school trips or taking groups of children to participate in off-site activities. In such circumstances, it is recognised that the overriding safety concern is to remain with the group the staff member is responsible for, rather than taking or making calls in private.

Pupils

- It is accepted that for Year 6 children it can be necessary to have a mobile phone to contact parents/carers on the way to or from school. Year 6 pupils are allowed to bring mobile phones as long as they are handed into the office before the start of the day and collected at the end of the day. Failure to comply with these rules will mean that individual pupils will no longer have the right to bring a mobile phone to school.
- Bringing mobile phones is prohibited in all other year groups unless a specific request from a parent has been granted.
- The phone must be clearly labelled with the child's name, switched off and given into the school office on arrival at school.
- The phone must be collected at the end of the school day.
- The phone must be concealed whilst leaving the school premises.
- Staff are aware of the potential for mobile phones to be used for cyberbullying. Staff are aware that they may confiscate a phone or device if they believe it is being used in contravention with the school's Mobile Communication Devices Policy or Behaviour and Anti-Bullying Policy.
- The school retains the right to stop, search and remove a mobile phone where the child has not followed school policy. On these occasions, the mobile phone can only be collected by the parent with the assurance that the child does not bring the phone in again, until school deems it appropriate.
- If a child is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police and excluded from school. If images of other pupils or teachers have been taken, the phone will only be returned to the child's parent or carer when the images have been removed by an appropriate person.
- Parents are advised that St. Ignatius R.C. Primary School accepts no liability for the loss or damage to mobile phones, or any other media item, which are brought into school.

Parents

- Parents are allowed to take group photographs and video footage of shows and performance, unless specifically requested not to do so by the Headteacher. Any photographs or video footage must NOT be uploaded to social medial websites.

Policy updated September 2021