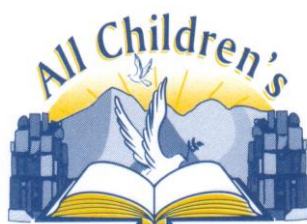


All Children's Integrated Primary School



Mobile Phone Policy

To be reviewed: 2024-25

Mobile Phone Policy

The Board of Governors have adopted a School Mobile Phone Policy. We understand that mobile phones and any other electrical communication devices (including smart watches) are now very much part of our daily means of communication but mobile phones need careful regulation.

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

Staff policy

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

- For personal use outside of their contracted hours or during break and lunchtimes;
- discreet and appropriate e.g.: not in the presence of pupils.
- For emergency use e.g. lockdown

Mobile phones should be switched off and left in a safe but accessible 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 should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. They should use a school camera or school ipad.

This guidance should be seen as a safeguard for members of staff, the school and the Education Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parents, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fayre 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 should 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 or school iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, All Children's Integrated P.S discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left with the class teacher at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that All Children's Integrated Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Please note that no phones or devices should ever be kept in a pupils' school bag, and device on site must be declared and a permission slip completed.

Where a pupil is found by a member of staff to be using a mobile phone or having a phone in school without permission, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage or using the internet inappropriately with a mobile phone/electronic device (including smart watches) 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 of a teacher have been taken, the phone or smart watch 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).

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.

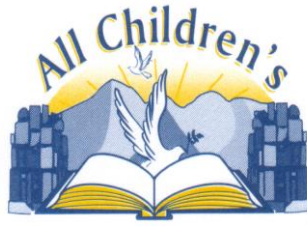
Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/E -safety policies. For pupils, appropriate use of mobile phones and other recording devices is taught through our PDMU curriculum including NSPCC "Keeping Safe" programme.

This policy will be monitored and reviewed as required but at least every three years.

Approved (Curriculum): April 2022

Next Review: April 2025



Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Jon Beattie Principal

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Yearto bring their mobile phone into school.

We have read the policy and understand its implications.

Signed: Date:

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.