



## **St Peter's Catholic Primary**

# **Policy for the Use of Mobile Phones and Technological Devices**

### **OVERVIEW**

There is normally no need for pupils to have a mobile phone on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones must not be brought onto school premises by pupils. Devices which perform similar functions to a mobile phone, such as Smart watches, rings and tablets, must not be brought into school. For the purposes of this policy, reference to mobile phones includes reference to any device which can connect to the internet, which can take photographs and/ or record videos. This policy includes the use of technology by pupils in the Early Years Foundation Stage.

### **Intent**

1. To clarify the school position in relation to mobile phones.
2. To keep children safe.
3. To guard the privacy of pupils and staff, especially when mobile phones have the capacity to take photographs and to record video.
4. To ensure that photographs & video recordings are not taken of staff and pupils without the headteacher's permission
5. To ensure that on school premises pupils have only safe access to the internet.
6. To ensure that education is free from interruption and disruption caused by mobile phones.
7. To adhere to statutory requirements for the use of mobile phones & cameras in Early Years.

### **Implementation**

1. Pupils will not be allowed mobile phones on school premises or to take them on visits or other school-initiated activities unless their parents have been granted permission by the headteacher,
2. Parents must apply to the headteacher for permission for mobile phones to be brought onto school premises. Smart watches are not allowed to be brought to school by children.
3. Parents must sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to websites that are unsuitable for children.
4. Mobile phones brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.
5. Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises without the headteacher's permission.
6. Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off on arrival at the school gate and hand it in to their class teacher on arrival in the classroom. They must seek its return at the end of the school day.
7. If any parent needs to contact their child during the school day, this must be done through the school telephone system.
8. Where permission has been given for a mobile phone to be brought onto school premises, the phone must be labelled clearly with the pupil's name
9. Whilst on school premises or school visits, pupils may only use the internet via the school computer system. Mobile phones must never be used by pupils on school premises to connect to the internet.
10. All staff must not use personal mobile phones or cameras for school activities, unless on a school trip, where a phone is needed for safeguarding purposes & to be able to communicate with school, or unless there is an emergency situation.
11. All staff phones must only be used out of sight & hearing of children. They must be switched off or placed in silent mode and stored securely throughout the school day.

### **Impact**

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones.

**Mobile Phone Policy - Permission Agreement:**

**Parent / Guardian**

I have read and understand the Mobile Phone Policy of St. Peter's Catholic Primary School.

I agree to abide by the conditions set out in the school policy

I understand that my child must not use the telephone on school premises.

My child will switch the phone off and hand it into their class teacher as soon as s/he arrives in school.

I will not hold the school responsible for loss or damage to the phone whilst it is on school premises.

I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites and I will check the phone before it leaves home to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

I will label my child's phone clearly with their name.

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Pupil's Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_