



Mobile Phone Policy

The aim of this policy is to ensure the safety and wellbeing of learners and staff while acknowledging the increasing use of mobile phones and other technology that allow for communication and taking photographs (eg Apple Watch).

This policy should be read in relation to the following documents – Child Protection, Anti-Bullying, Social Media.

Learners

Mobile phones are a part of everyday life for many learners and it can play an important role in helping learners feel safe and secure. With their parents or carers consent, learners may bring their mobile phones to school. However, the school cannot be held responsible for any losses or damages to phones that are in the learner's care. Parents or carers should not contact their child directly during school hours. If parents need to contact their child, they should continue to telephone the school office.

The following protocol should be followed by learners who bring a mobile to school:

- Phones should be switched off and handed to the class teacher at the start of each day. Phones will then be stored in the school office until the end of the day;
- Learners arriving late to school should hand their phone directly in at the office;
- Phones should not be used or kept by learners during the school day or during class trips.

Staff

- Staff must have their phones on 'silent' or switched off during class time.
- Phones should be kept out of sight of learners during teaching times.
- Staff should not make or receive calls, text messages or use social media during teaching time.
- Use of phones should be limited to non-contact time when no children are present.
- Phones should not be used to take photographs of learners or store their personal data.
- Staff may use their phones during class trips to contact the school and for emergency purposes.

Parents and Other Visitors

- To respect parents and carers wishes to privacy and to keep their children safe we request that parents and carers do not use their phones or similar devices to photograph/video school events such as the P1 Nativity performance. On occasions where parents and carers are given permission to take photographs at a school event we insist images that include other children are not published on social media and are in line copyright regulations.
- Parents are requested not use their phones during class open days or while helping as a volunteer during class trips.