

# Carniny Primary School



*caring and learning*

# Mobile Phone Policy

October 2017

## **MOBILE PHONE POLICY**

### **1. Introduction**

In Carniny Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

### **2. Related policies**

- ❖ Child Protection policy
- ❖ Pastoral Care policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits
- ❖ Use of Images/Photograph policy

### **3. Use of mobile phones**

#### **3.1 Pupils:**

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Principal
  - the phone must be handed in, switched off, to the secretary's office first thing in the morning and collected from the office by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

### **3.2 Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the principal aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Staff should never send to colleagues or pupils text or images that could be deemed as inappropriate. If any staff receives an unwanted text or image from colleagues, pupils or parents the principal will be informed.
- Staff should contact parents using the school phone. When it is necessary to use a personal mobile phone "Caller ID" should be deactivated.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

### **3.3 Parents & other visitors:**

- Normally mobile phones must not be used to take photographs in the school building or grounds. An exception may be made during a school concert.
- In the event of an unplanned school closure (ie. snow closure or a heating failure) the school will send each family a message using Parentmail PMX informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number and become registered with ParentmailPMX.

We very much appreciate everyone's support in implementing this policy in order to keep the children attending Carniny PS safe.