

Killyman Primary School



Mobile Phone Policy

Date Ratified by BOG: 1st October 2019

Review Date: October 2021

At Killyman Primary School the welfare and well-being of our pupils is paramount. This mobile phone policy has been drawn up in the best interest of pupil safety and staff conduct.

Related Policies

- ❖ Child Protection Policy
- ❖ Pastoral Care Policy
- ❖ Staff Code of Conduct

Use of mobile phones

Pupils:

- Pupils are not allowed to have mobile phones at school or on school trips.
- If in the rare event of a parent wishing for his / her child to bring a mobile phone to school to contact a parent after-school the parent must put their request in writing to the Principal. The phone must be handed into the principal's office, switched off and collected from the office by the child at home-time. The phone is left at the owner's own risk.
- On the rare occasion that a pupil with a medical need, needs to use a mobile phone to contact parent with blood readings etc. this phone will be kept by the class teacher in a drawer and only switched on to text readings. The pupil will be allowed to carry this phone on trips but the phone must be switched off except to send results.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

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 (e.g. 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.
- Phones must be kept out of sight (e.g. pocket, drawer, handbag) when staff are with children.

- Mobile phones may only be used in the staffroom or office during school hours.
- Use of phones in classrooms must be limited to non-contact time when no children are present.
- Call/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.
- Personal mobile phones may be carried on an educational visit but should only be used for urgent / important communication relating to the activity or emergencies.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) school will send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up to date mobile number.

Parents and other visitors

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

We very appreciate our parents' support in implementing this policy in order to keep your children safe.