



"Learning for Tomorrow"

Ballymoney Model Controlled Integrated Primary

MOBILE PHONE POLICY

(Created April 2015)

Introduction

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

Related policies

- Child Protection Policy
- Pastoral Care Information
- Staff Code of Conduct
- Educational Visits
- Social Network Policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips taking part during the school day.
- If in the event of a parent insisting for his/her child to bring a mobile phone to school to contact the parent after school: the phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time. (Please note the phone is left at the owner's own risk).
- Mobile phones brought to school and not handed into the office will be confiscated and must be collected by the parent.

Staff:

- Staff must have their mobile phones on 'silent' or switched off during working hours.
- Staff may not make or receive calls during working hours. 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 mobile phone on in case of having to receive an emergency call.
- Use of mobile phones must be limited to break and lunchtime and confined to the staff-room or classroom where no children are present.
- Mobile phones must be clearly kept out of sight.
- Calls/texts must be made/received during non-working hours.
- Mobile phones can never be used to take photographs of children or to store their personal data.
- The school's mobile phone will be carried by teachers to events away from school or on an educational visit. This will be used for contacting the school/parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school will send each member of staff a text message informing them of the change of circumstances. It is therefore imperative that staff supply school with at least one up-to-date mobile number.
- No member of staff should hold a mobile phone for any pupil. Any phone given by a child should be kept in the school office.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds without the prior permission of the Principal.
- Mobile phones can only be used to take photographs in the school building or grounds where permission has been granted by the Principal and in adherence to the school's Child Protection Policy.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the 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.

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

Approved by the Board of Governors: 203rd Meeting - 2nd June 2015