



St Benedict's Catholic Primary School

Mobile Technology Policy for staff, visitors, volunteers and pupils.

Date last reviewed	September 2018
Reviewed by	Governing Body
Date of next review	September 2020



Mobile Technology Policy for Staff, Visitors, Volunteers and Pupils

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils

Introduction

St. Benedict's Catholic Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff Policy

Staff use of mobile phones during their working day should be:

- Outside of their teaching time.
- Discreet and appropriate eg: not in the presence of pupils.

Mobile phones should be switched off and left in a safe place during lesson times.

The school cannot take responsibility for items that are lost or stolen.

Staff should **never** contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

Staff should take mobile phones when they are off site to ensure the school can contact them. (see Acceptable Use Policy)

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with



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the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors or Volunteers In School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Pupil Policy

While we fully acknowledge a parent's right to allow their Year 6 child to bring a mobile phone to school if they walk to and from school without adult supervision, St. Benedict's Catholic Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left with the Year 6 teachers at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Phones are then locked away. Parents are advised that St. Benedict's Catholic Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The parent may collect the phone at the end of the school day. A letter will be given to parents requesting that a permission slip be returned the next day.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.



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If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. (If images put a child at risk then please see our Child Protection Policy for guidance).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Safeguarding and Internet/Esafety policies. This policy will be monitored and reviewed as required but at least every two years.



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Mobile Phone Staff Agreement

I have read, understood and agree to comply with the St. Benedict's Catholic Primary School Mobile Phone Policy.

Signed: _____ Print: _____

Date: _____



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Mobile Phone Parental Consent Form

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Mrs J. Burford
Head teacher

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)
..... in Year
to bring their mobile phone into school.

We have read the policy and understand its implications

Signed
Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.