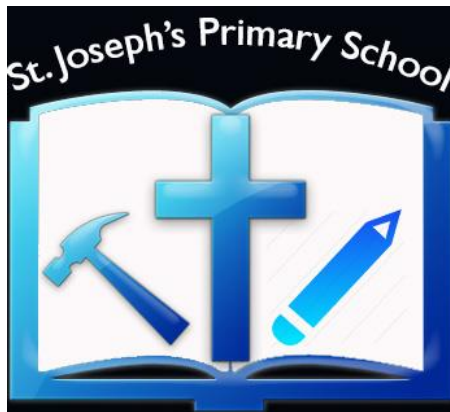


St. Joseph's Primary School, Meigh



Use of Mobile Phone & Digital Device Policy

Agreed by Governing Body	October 2019
Review Date	October 2021
Review Schedule	Biennial
Person(s) Responsible	Principal/Safeguarding Team
Signed (Chair of Governing Body)	

Mobile Phone & Digital Device Policy

Mobile Phones / digital devices **are not permitted** to be brought to St. Joseph's Primary School by any pupil.

If parents need to contact pupils during the school day, or vice versa, this should be done following the usual school procedures via the school office.

Should a pupil bring a mobile phone to school, the following stipulations will apply;

- The school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone will be taken from the pupil by a member of the school's Senior Leadership Team (SLT). The mobile phone will be stored in the school office until the end of the school day. The phone will only be returned at the end of the school day in the presence of a parent or guardian.
- Phones / digital devices must NEVER be used to photograph other children within the school. There are children in school whose parents have opted for 'no photographs' in the consent forms.
- If a pupil uses a mobile phone inappropriately (eg. Phone calls on school premises, to send inappropriate texts or to take inappropriate photographs/video footage of either other pupils or teachers), this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Positive Behaviour Policy; E-Safety Policy.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The Principal or a member of the school's SLT may consider it appropriate to refer any such matter to the PSNI.
- If images (photographic or video) of other pupils or teachers have been taken, the phone will not be returned to the pupil until the pupil, in the presence of a member of the SLT or the child's parent/guardian has removed the images. A member of the school's SLT will always contact a parent/guardian before asking a child to delete material from their mobile phone.
- A member of the school's SLT will contact parents/guardians in all cases where inappropriate photographs/video/audio footage has been found.

RELATED TECHNOLOGY

- The procedures applying to the inappropriate use of mobile phones, apply equally to the inappropriate use of related technologies with similar capabilities, eg, messaging, recording (audio & video), photography etc.

Staff Use of Mobile Phones

- Mobile phones should not be used to make or receive calls during teaching/contact time unless in extreme circumstances e.g., personal family emergency.
- Phones should be kept on silent mode during teaching/contact time.
- Phones should not be used to take pictures/video of pupils, however there are times when this is permissible to record educational activities. Should this be the case, resulting images, video should be uploaded to Staff resource area and deleted from mobile phones/digital device.
- Mobile phones should be kept away from pupils and not in public view.
- When a staff member brings a mobile phone onto school premises they are accountable for any personal images/video/sounds etc. Should any material be deemed inappropriate to pupils or other adults, this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Code of Conduct/Disciplinary policies and procedures.