ST NEOT SCHOOL AND NURSERY

MOBILE PHONE AND OTHER MOBILE DEVICES POLICY

Introduction

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

Related policies

- Child Protection policy
- Acceptable Use policy
- Staff Code of Conduct
- Educational Visits policy
- Use of Images policy

USE OF MOBILE PHONES OR OTHER MOBILE DEVICES

Pupils:

- Pupils are not permitted to have mobile phones at school or on visits
- 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 puts their request in writing to the headteacher
  - the phone is 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 collected by the parent

Staff:

- Staff need their phones during off site visits but should not take photos except with school devices
- During the school day staff keep their phones in the staff room, on 'silent'
- Staff may not make or receive calls during teaching time. If there are extenuating circumstances (e.g. sick relative) the member of staff will make the headteacher aware and can have their phone in case of having to receive an emergency call
- Use of phones must normally be limited to non-contact time when no children are present
- Phones must not be used to take photographs of children or to store their personal data

Parents & other visitors:

- Parents, governors and other visitors must not use mobile phones or other mobile devices in the school building or grounds.
- Mobile phones or other mobile devices must not be used to take photographs in the school building or grounds.

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