



Milecastle Primary School

Use of mobile 'phones Policy

December 2016



MILECASTLE PRIMARY SCHOOL

USE OF MOBILE 'PHONES POLICY

INTRODUCTION

At Milecastle Primary School the welfare and well-being of pupils is paramount. This policy on the use of mobile' phones on site and on school related off-site activities has been drawn up to safeguard children and reflect professional practice.

RELATED POLICIES

- Safeguarding and Child Protection
- Acceptable Use
- Staff Code of Conduct.

USE OF MOBILE 'PHONES

PUPILS:

- Children in Y5/6 are allowed to have mobile 'phones in school but all 'phones are to be switched off before being deposited in a box in the classroom at the start of the day. This is to support the children becoming more independent travellers to and from school and to provide reassurance to parents about safe journeys.
- No other pupils are allowed to have 'phones in school.
- No 'phones may be taken on educational visits.

STAFF:

- Staff must have their 'phones on 'silent' or switched off during class time.
- Staff 'phones should be stored in a bag or in a cupboard and out of reach of children.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) when direct contact or an emergency call possible this should be discussed in advance with the headteacher.
- Use of 'phones for calls or texts should be limited to non-contact time when no children are present.

- Personal 'phones should not be used to photograph children on or off-site. No data about children should be stored on personal 'phones. School equipment should always be used for this.
- A personal 'phone may be used to contact school during an off-site visit.

PARENTS/ CARERS AND OTHER VISITORS:

- All visitors will be reminded that personal mobile 'phones should not be used when with children.
- Parents/carers will be allowed to photograph their own children e.g. in productions, assemblies but reminded that no photos of other children should be posted on social media.