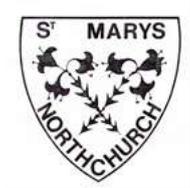


*Excellence Together, Learning Through Faith.*



# St Mary's C of E (VA) Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Mary’s is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.”

## Mobile Device Usage Policy

This policy is GDPR compliant.

Date of issue: January 2019

Last reviewed/adopted: January 2019 (Resources Committee)

Next review date: Spring 2021

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# ST MARY'S C of E PRIMARY SCHOOL

## MOBILE DEVICE USAGE POLICY

### Policy aims

This policy sets out what is acceptable and unacceptable use of mobile phone and handheld devices by the whole school community (students, staff and visitors) while they are at school or undertaking activities related to school business away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes staff, children and young people, parents and carers, volunteers, governors, visitors, contractors and other users.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the school's staff and pupils from undesirable materials, filming, intimidation or harassment.

### Mobile devices

The term "mobile device" refers to electronic devices such as tablet computers, mobile phones, media players, portable televisions or radios, gaming consoles, personal music players and any other similar such devices. This policy refers to any device brought into the school or used for school-related business away from the school that may be the property of the school, of private individuals, business contractors or any other persons.

### Staff, visitors, contractors and volunteers

- The school allows the use of mobile devices, provided such use is in line with the school's Online Safety policy and is for the purposes of school business.
- Under no circumstances (unless unavoidable whilst on an offsite trip) does the school allow a member of staff to contact a pupil or parent/carer using their mobile device.
- The school is not responsible for the loss, damage or theft of any mobile device.
- The sending of inappropriate communications between any member of the school community is not permitted.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Mobile devices are not to be used in the classroom environment, unless for the clear purpose of teaching and learning and with the permission of the Headteacher.
- Mobile devices should be switched off or to silent whilst in school.
- Making of brief personal calls while on breaks and in areas away from pupils is acceptable within reason.

In addition to this guidance it is advised that mobile devices are not used in the school setting during school hours and are kept in a secure place such as a personal bag.

## **Pupils**

St Mary's discourages pupils from bringing mobile devices to school. If a pupil needs to contact his/her parents/guardians they will be allowed to use the school phone. If parents need to contact children urgently they should phone the school office and a message will be relayed promptly. Nevertheless, we recognise that in Years 5 and 6, where children are encouraged to walk to and from school, some parents prefer that their children carry a mobile phone.

- If a pupil is to bring a mobile device to school, a notification in writing needs to be made to the Headteacher.
- If a pupil needs to bring a mobile device to school for one day in an emergency, parents need to seek verbal permission from the Head or Deputy Headteacher.
- The device must be clearly labelled with the child's name, switched off at all times, and given in to the office or class teacher on arrival at school.
- The device must be collected at the end of the school day from the office or class teacher.
- The device must be concealed whilst leaving the school premises.
- Parents are advised that St Mary's accepts no liability for the loss or damage to mobile devices which are brought into the school.
- Where a pupil is found with a mobile device in school, including the playground, the device will be taken from the pupil and placed in the office. Parents will be contacted to collect it.
- If a pupil is found to be using a mobile device without permission, viewing or listening to inappropriate content, taking photographs or video footage, or otherwise breaching the school's Online Safety policy, this will be regarded as a serious offence and the Headteacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Police. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by an appropriate person.

## **Acceptable use**

The acceptable use of electronic devices is set out more broadly in the school's Online Safety policy.

Examples of misuse may include:

- Use of a mobile device during school time without permission
- The taking and distribution of indecent images
- Exploitation and cyber-bullying
- Inappropriate use of devices during teaching and learning time
- Other similar activities may be considered misuse, at the discretion of the Headteacher.