

# *St Cleopas Church of England Primary School*



## *Mobile Phone Policy*

### Mission Statement:

We are a distinctive, inclusive, Christian school, where everyone is welcomed and valued. We aim to nurture and develop opportunities for lifelong learning through a caring and inclusive ethos. We seek to help children to know God and find ways of relating to Him. We come together in a friendly, creative community to develop our cultural lives, spirituality and abilities through the core values of Love, Trust, Care, Respect and Joy all given and received in Jesus' name.

"..love one another. As I have loved you, so you must love one another, then everyone will know that you are my disciples".

John 13:34-35

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

## **1. Introduction**

- 1.1 This policy provides guidance on the appropriate use of personal mobile phones by members of staff and pupils.
- 1.2 St Cleopas CofE 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.

## **2. Camera Mobile Phones**

- 2.1 Camera mobile phones are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet or in chat rooms.
- 2.2 There is the potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

## **3. Staff Policy**

- 3.1 Staff use of mobile phones during their working school day should be:
  - Outside of their contracted hours
  - Discreet and appropriate eg. Not in the presence of pupils
- 3.2 Mobile phones should be on 'silent' or switched off and left in a safe place during lesson times.

School will not take responsibility for items that are lost or stolen.
- 3.3 Staff may not receive personal calls during teaching time / contracted hours unless it is work related. If there are extreme circumstances (eg acutely sick relative) the member of staff should make the Headteacher aware of this and will have discussed the need to make an emergency call.
- 3.4 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 pupil, a school telephone should be used.
- 3.5 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- 3.6 With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).
- 3.7 This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.
- 3.8 Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

## **4. Pupil Policy**

- 4.1 While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, St Cleopas CofE Primary School discourages pupils from bringing mobiles to school due to potential issues outlined above.
- 4.2 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 Mrs Pinnington who will record the name of the pupil and attach it to the phone. The mobile phone will be stored and may be collected at the end of the school day. If this practice continues more than three times, the school will confiscate the phone until an appropriate adult collects the phone from the Deputy Headteacher.
- 4.3 If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour Policy.
- 4.4 If images of other pupils or staff 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 member of staff.

4.5 Parents are advised that St Cleopas CofE Primary School accepts no liability for the loss or damage to mobile phones that are brought into the school or school grounds.

## **5. Parents & Other Visitors**

- 5.1 Please talk to your child about appropriate use of text messages and social media as they can often be used to bully pupils.
- 5.2 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office (tel: 0151 727 1725)
- 5.3 We request that parents and / or visitors do not use mobile phones in the school building or grounds.
- 5.4 Mobile phones must never be used to take photographs in the school building or grounds during school hours.
- 5.5 A school mobile will be carried to sporting fixtures / educational visits away from school to keep in contact and for contacting parents in the case of an emergency.
- 5.6 In the event of an unplanned school closure (eg snow closure or a heating failure) a text message from school will be sent to inform families of the change in circumstances. *It is therefore imperative that parents supply school with up-to-date mobile phone numbers and two emergency phone numbers.*

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

