



## Mobile phone and Devices Policy

The possession and use of mobile phones, tablets and other devices by school pupils is now extensive, even in the primary school sector. Mobile Devices can provide interesting and effective learning opportunities. The ability to share work to a wider audience also brings great value. However:

- Mobile Devices can be valuable items and might render a pupil vulnerable to theft
- The use of mobiles devices could be potentially undermining of classroom management, e.g. videoing staff, etc.
- Use of devices with integrated cameras could lead to cyberbullying, child protection and data protection issues with regard to inappropriate capture, use or distribution of content

Pupils are prohibited from bringing devices to school. There are a number of different users of the school building, including students, staff, families. The following information outlines the policy regarding each of these groups.

### Pupils

Pupils are not allowed to bring mobile devices to school. If a pupil is found to have an unauthorised device or is using a device, **the device will be confiscated and kept until a parent/guardian comes and collects the device.** The school will accept no responsibility for lost, stolen or damaged devices and the safety and security of devices is a matter for pupils and their families.

### Staff

Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians. Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. Staff are trusted to use their phones accordingly.

In terms of data, staff are also advised to use any mobile devices responsibly. Staff may use their devices to record any school-related work if they wish. However, the school cannot take any responsibility for these recordings. Staff are trusted that they will use these recordings responsibly for school-related activities only, e.g. on the school website.

Staff should also note that no unauthorised recordings of school business must take place. This includes all meetings and events. If a meeting needs to be recorded for any reason, all participants must agree to the recording before it can take place. Any unauthorised recordings of meetings will be dealt with as a breach of disciplinary procedures.

### **Work Calls**

Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents. Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

### **Personal Calls**

Personal calls should be carried out outside of teaching time. In cases of urgency, a staff member should use discretion in making calls and ensure that their classroom is supervised during the call. Incoming personal calls should be reserved for urgent matters

### **Parents, Guardians, Visitors and Others**

Adults must ensure that all content that they access is appropriate and in line with the ethos of our school. All internet data is logged and, if necessary, it may be used to report to relevant authorities.

Adults are also reminded that they must not use devices to record audio, images or video unless specifically permitted by the school. Any meetings with staff should not be recorded without the permission of the staff member. Visitors must also be vigilant in terms of child protection with regards to recording children in the school. Visitors must ensure that they never share any media of children in school online, including their own social media profiles unless expressly permitted by the school.

This policy was ratified on 17/09/2018 to be reviewed in 2023

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John Swords  
Chairperson