



St Joseph's
Primary School
Lisburn
Mobile Phone Policy

June 2011



St Joseph's Primary School Mobile Phone Policy

In St. Joseph's Primary School, we acknowledge the widespread use of mobile phones in today's world. We know that many of our pupils and staff have mobile phones.

This policy for the use of mobile phones in school is part of our overall Child Protection Policy and aims to safeguard both pupils and staff.

For Pupils:

- Mobile phones are prohibited in school.
- In exceptional circumstances pupils may be permitted to bring mobile phones into school with prior consent from the Principal/Vice-Principal.
- In these cases, parents must contact the Principal/Vice-Principal prior to the pupil bringing the phone into school and the pupil **MUST** bring it to the Principal's office before 9am and collect it again when leaving school that day.
- If a pupil is found to have a mobile phone in their possession during the school day, the Principal/Vice-Principal will take it from them and return it to them when they are leaving school.
- All contact with parents while a child is in school is made strictly through the school office.

School Trips:

- Mobile phones are not permitted on school trips.
- The leader of the trip will have the school mobile with him/her.
- Parents may contact the school mobile in emergency situations.
- The leader will contact parents during the trip if this is necessary.
- Any pupil found with a mobile phone on a school trip will have it confiscated and the phone will only be returned to a parent following a meeting with the principal or vice principal.



For Parents:

- All calls relating to a child must come through the school office.
- As part of our Child Protection Policy, school staff members are not permitted to disclose the telephone numbers of any children to other children and/or parents.
- Parents are not permitted to take photographs of other children on their mobile phones.

For Staff:

- Staff are not permitted to make or receive calls during class contact time.
- Mobile phones MUST be switched off during class contact time.
- Staff should never use their mobile phone at all whilst in contact with children.
- Staff are not permitted to use their mobile phones to take photographs of children.
- The school mobile phone will be used for all phone calls when staff and pupils are away from the school building i.e. school trips
- Staff are not permitted to share their mobile phone numbers with pupils or parents.