

Camphill Primary School



Acceptable Use of Mobile Phones and Related Technologies Policy

(Term 1) 2018

Camphill Primary School accepts that some parents/guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Camphill Primary School therefore has established the following Acceptable Use Policy for Mobile Phones and Related Technologies. The policy provides teachers, pupils, parents/guardians with guidelines and instructions for their appropriate use during school hours.

This policy also applies to students during school excursions and extra-curricular activities.

Camphill Primary School **strongly discourages** pupils from bringing mobile phones to school. The school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

If pupils bring mobile phones to school, the phones must remain **switched off** and kept in their school bag while pupils are in class, the school building, the school grounds or during off site activities.

Should parents need to contact pupils during the school day, or vice versa, this should be done following the usual school procedures: via the school office.

Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone will be taken from the pupil and handed to a member of the school's Senior Management Team (SMT). The mobile phone will be stored in the school office and the child's parent/guardian will be contacted to collect the phone from the office.

If a pupil uses a mobile phone (eg. Phone calls on school premises, to send texts or to take photographs/video footage of either other pupils or teachers), this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Positive Behaviour Policy.

If a pupil repeatedly misuses their mobile phone on school premises they will be required to leave the phone at the school office during the school day. The pupil would collect the mobile phone before leaving the premises at the end of the school day.

It should be noted that it is a **criminal offence** to use a mobile phone to menace, harass or offend another person. The Principal or a member of the school's SMT may consider it appropriate to refer any such matter to the PSNI.

If images (photographic/video/audio) of other pupils or staff members have been taken, the phone will not be returned to the pupil until the pupil, in the presence of a member of the SMT and the child's parent/guardian has removed the data.

In exceptional circumstances a mobile phone may be retained until further advice has been sought.

A member of the school's SMT will contact parents/guardians in all cases where inappropriate photographs/video/audio footage has been found and the PSNI may also be contacted.

Phones must **NEVER** be used to photograph or record within the school grounds, as we may have children in school where parental consent has not been given. *(The Principal may make exceptions to this rule on certain occasions - noted later in this policy)*

RELATED TECHNOLOGY

The procedures applying to the inappropriate use of mobile phones, apply equally to the inappropriate use of related technologies with similar capabilities, eg, messaging, recording (audio & video), photography etc.

EXEMPTIONS

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances. Pupils may be allowed to use these technologies under the specific guidance of their teacher on a specific day. Eg., the last day of term.

STAFF USE OF TECHNOLOGY: -

Staff employed by the School must adhere to the following:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the Principal aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- Staff should never send to colleagues or pupils text or images that could be deemed as inappropriate. If any staff receives an unwanted text or image from colleagues, pupils or parents the Principal will be informed.
- Staff should contact parents using the school phone. When it is necessary to use a personal mobile phone "Caller ID" should be deactivated.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

PUBLIC USE OF TECHNOLOGY:

When on the school grounds or at school events, all members of the public must adhere to the following:

- Mobile phones must **not be used** to take photographs, video or audio recordings in the school building, anywhere on the school grounds or at school events held 'off-site'. Exceptions may be made at the Principal's discretion e.g. during a school event.
- On 'Special Occasions' such as Christmas, School events etc. the Principal may permit photographs / videos to be taken. However, such materials must not be published on social media without the permission of everyone included.

EMERGENCY COMMUNICATION:

- In the event of an unplanned school closure (eg. snow closure or a heating failure) the school will send each family a message using the Call Parents System informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number to be able to use the Call Parents System.
- The school website www.camphilps.co.uk will also have up-to-date emergency information displayed on the 'Ticker Tape' at the top of the 'Home' screen.

This Policy was updated in Term 1 2018.

Related Policies:

- E-Safety
- Acceptable Use of the Internet and Digital Technologies
- Child Protection
- Positive Behaviour
- Educational Visits