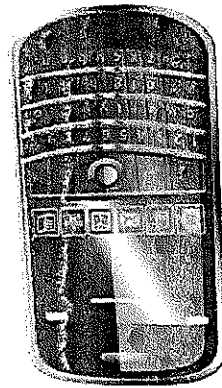
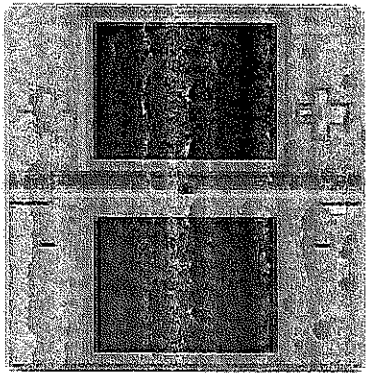


# Ballykelly Primary School

## Mobile Phone & Electronic Equipment

### Acceptable Use Policy



Reviewed January 2019

Signed:

(Chair of Board of Governors)

Date:

Scheduled Review Date: January 2021

The possession and use of mobile phones and other electronic equipment such as games consoles and tablets/Pads by children in primary schools is now very widespread. Ballykelly Primary School is no exception. This policy has been produced to inform all stakeholders of the school's position on this and to provide some guidance. The co-operation of all stakeholders is very much appreciated and helps ensure that school rules and policies are followed by all parties.

The use of mobile phones and electronic equipment particularly with the increasingly sophisticated equipment and integrated cameras presents a number of problems, including:

- Mobile phones and electronic equipment can be valuable items and might be vulnerable to damage, loss or theft.
- Mobile phones and electronic equipment can pose problems in school with regard to discipline and potential bullying.
- Even when apparently silent, the use of mobile phones for texting purposes could be distracting in terms of classroom discipline.
- Use of phones and games consoles with built - in cameras could lead to child protection and data protection issues with regard to inappropriate photographs or distribution of images.

It is therefore school policy to prohibit the unauthorised use by pupils of mobile phones or other electronic devices while on our school premises, grounds or on trips or activities e.g. school swimming and residential trips.

1. Ballykelly Primary School discourages and advises all parents to discourage pupils from bringing mobile phones and other electronic equipment to school on the grounds that they are valuable and may be damaged, lost or stolen. School staff can accept no responsibility for equipment which is lost, damaged or stolen in school whilst in the possession of any pupil.

2. Where a pupil does bring a mobile phone or other electronic equipment to school, the device must remain switched off during the school day and may not be used, for any purpose, on school premises, grounds or activities (such as school swimming or sports activities) except when agreed with the teacher for Golden Time. The school will take responsibility for a phone or other electronic equipment if handed to the class teacher for safe keeping. It is the child's responsibility to ask for it at the end of the day or during Golden Time. The school will use the land line or text messaging service in the event of an emergency or accident.

3. If a pupil is found by a member of staff to be using a mobile phone or other electronic equipment for any purpose other than agreed Golden Time, the device will be confiscated from the pupil and returned to the pupil at the end of the school day.

4. If a pupil is found again to be using a mobile phone or other electronic equipment the device will be confiscated from the pupil and returned only to the parent, guardian or carer at the end of the school day.

5. Inappropriate use of mobile phones or other electronic equipment will be regarded as a breach of discipline and will invoke the School's Positive Behaviour Procedures

6. Pupils and parents are reminded that in cases of an emergency, the school landline telephone number 028 777 62864 remains the appropriate point of contact.

7. A statement of this policy and its contents will be included in the School Prospectus and will be available on the school website. [www.ballykellyps.co.uk](http://www.ballykellyps.co.uk)

### Staff policy

Staff use of mobile phones during their working day should be discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

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, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

### Parent, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera/iPad.

Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

If you have any comments or suggestions about the content of this policy, we would be happy to discuss them with you. An appointment should be made through the school office. Our telephone number is 028 777 62864

# Mobile Phone & Electronic Equipment Policy

## GUIDANCE FOR PUPILS

- 1 Pupils are advised that mobile telephones and other electronic devices should not be brought to school and that the school is not liable for the theft, loss or damage of telephones or other similar property belonging to Pupils.
- 2 Parents should be aware if their child takes a mobile phone or electronic device to school the use of mobile telephones and personal electronic devices for any purpose within the school environment is prohibited between 9-00 a.m and 3-00 p.m. during each school day unless during agreed Golden Time with the teacher.
- 3 Pupils are responsible for ensuring that their mobile telephones and electronic devices are switched off.
- 4 Pupils are prohibited from using in the school grounds any mobile telephone or electronic device which is capable of taking, storing or sending still digital images and/or video clips. This includes any mobile telephone or electronic device which can be attached to an imaging device. This also applies to Golden Time.
- 5 Pupils and parents are reminded that in cases of an emergency, the school office remains the appropriate point of contact
- 6 The recording, storing and/or transmission of digital images by children within the school grounds is strictly prohibited
- 7 When a pupil has his/her phone or other electronic device confiscated the teacher will keep the device and log the relevant details:
  - The name of the child using the equipment
  - The time and place when it was being used
  - The purpose for which it was being used
- 8 Parents should call to the child's class teacher to collect the device
- 9 Where a parent/guardian is unable to call at the school to collect the equipment then other arrangements must be made, as the equipment will NOT be returned to the child. A parent/guardian may send a note to the teacher to nominate another appropriate adult to collect the equipment.
- 10

# Mobile Phone & Electronic Equipment Policy

## Parent/Guardian Permission

I have read and understand the above information about the appropriate use of mobile phones and other electronic equipment at school and I understand that this form will be kept on file at the school and that the details may be used to assist in identifying a phone or other electronic equipment at school should the need arise (e.g. damage, loss or theft of the device or if it has been used inappropriately).

I give my child permission to carry a mobile phone or other electronic equipment at school to school and understand that my child will be responsible for ensuring that the device is used appropriately and in accordance with school policy, as outlined in this document.

Pupil Name (print) \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Mobile phone number \_\_\_\_\_

