

# Ballytober Primary School



## Policy on Use of Mobile Phones

Ratified : 28<sup>th</sup> June 2022

Signed: \_\_\_\_\_ Chairperson, Board of Governors

At Ballytober Primary School, the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism. We are all aware that mobile phones & Smart phones are now a feature of modern society and an increasing number of our pupils and staff own one. This increasing sophistication of mobile technology presents a number of difficult management/safety issues for schools, namely:

- The high value of many phones/smartphones
- The integration of cameras into phones leading to potential child protection and data protection issues
- The capacity to surf the internet without school filtering systems
- The potential to mis-use the phone in other ways during the school day, e.g. recording video, texting etc.

## **Use of Mobile Phones**

### **Pupils:**

- Pupils are strongly advised never to bring mobile phones to school, if at all possible
- If in the rare event of a parent wishing their child to bring a mobile phone to school, for specific contact later that day, the following steps should be taken:
  - A note should be placed in the child's Homework Diary informing the teacher -
  - The phone must be switched OFF (not on 'silent') throughout the full school day, and remain out of sight in the child's schoolbag -
  - The phone is in school completely at the owner's risk
- Due to the strong possibility of misuse, mobile phones brought to school outside of the above steps will be confiscated; parents will then be contacted to arrange for the return of the phone.
- Any misuse of the phone in relation to taking photographs etc. of other pupils or staff members will be seen as a serious breach of procedure, and further steps will be taken accordingly.

**Staff:**

- All staff must have their phones on 'silent' or switched 'off' during class time, apart from the Principal, who is the first contact for parents in the absence of the secretary.
- Phones must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time etc.) during lesson time.
- If there are extreme circumstances, e.g. an acutely sick relative, the Principal should be informed so that alternative arrangements can be agreed.
- Use of phones must be limited to non-contact time/ lunchtime when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag) when staff are with children.