

Mobile Phone Policy



Adopted by Board of Governors – 27th March 2018

Review Due: March 2020

MOBILE PHONE POLICY

Introduction

In St. Brigid's Primary School, Tirkane / Bunscoil Naomh Bríd the welfare and well-being of our pupils are paramount. This policy on the use of mobile phones has been drawn up in the best interests of pupil safety and staff professionalism. The Policy applies to all pupils in school and when travelling to and from school.

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the Principal
 - the phone must be handed in, switched off, to the class teacher first thing in the morning and collected from the teacher by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- 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 (e.g. acutely sick relative) the member of staff will have made

the principal aware of this and can have their phone on in case of having to receive an emergency call.

- Use of phones must be limited to non-contact time when no children are present with the exception of educational visit. Supervising adults will need to maintain contact with the school.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children with the exception of the Principal (or another teacher assuming the role in her absence)
- Calls/ texts must be made/ received in private during non-contact time.
- Phones must never be used to take photographs of children or to store their personal data.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school Call Parent Service will be used to send each family a text message informing them of the change of circumstances. ***It is therefore imperative that parents supply school with at least one up-to-date mobile number.***

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.

