

**St John's Church of England VA Primary School**



# **Mobile Device Policy**

**Agreed by SLT**

**Agreed: May 2024**

**Review: May 2026**

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## Mobile Device Policy

### Sharing joy and hope in the community

***When considering matters of the use of mobile devices it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community', along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.***

#### **INTRODUCTION**

At St John's Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and other mobile devices in school, and whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

#### **Related policies**

- ❖ Child Protection policy
- ❖ Acceptable Use policy
- ❖ Staff Code of Conduct
- ❖ Educational Visits policy
- ❖ Use of Images policy

#### **USE OF MOBILE PHONES OR OTHER MOBILE DEVICES**

##### **Pupils:**

- Pupils are not permitted to have mobile phones or other mobile devices at school or on school visits
- If in the rare event of a parent wishing for their child to bring a mobile phone or other mobile device to school to contact the parent after school:
  - the parent puts their request in writing to the headteacher
  - the device is handed in, switched off, to **the office** first thing in the morning and collected from **the office** by the child at home time (the device is left at the owner's own risk)

- Mobile devices brought to school without permission will be confiscated and returned to the parent/carer.

**Staff:**

- Staff need their phones during off site visits but should not take photos except with school devices.
- Staff may not make or receive calls during teaching time. If there are extenuating circumstances (e.g. sick relative) the member of staff will make the headteacher aware and can have their phone in case of having to receive an emergency call.
- Use of phones must normally be limited to non-contact time when no children are present.
- Devices must not be used to take photographs of children or to store their personal data.

**Parents & other visitors:**

- Parents, governors and other visitors must not use mobile phones or other mobile devices in the school building or grounds.
- If in a meeting, parents or other visitors must switch off their device.
- No audio or video recordings can be undertaken under any circumstances unless prior permission has been granted. Under no circumstances can any images/video recordings be shared on Social Media platforms.
- Mobile phones or other mobile devices must not be used to take photographs in the school building or grounds, unless prior permission has been granted, e.g. for concerts.

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