



## Mobile Phone and Other Devices Policy

In a time when technology plays an increasing role in all of our lives, the growing access to complex mobile devices e.g. phones, tablets, smart watches demands careful supervision of their use by parents and the school. Parents are expected to support the school in the implementation of this policy.

## **Pupils**

The use of mobile devices at Leaney Primary School follows the guidance and direction of the Education Authority, with particular regard to safeguarding.

- While we fully acknowledge a parent's right to allow their child to bring a mobile device to school, Leaney Primary school discourages pupils from bringing mobile devices to school.
- If pupils bring mobile devices to school, they must remain switched off while pupils are in class, the school building and the school grounds.
- Exceptions to this would be in an emergency situation and with the express approval of a senior member of school staff and where a written request has been received from the parent/carer in light of transport or health issues.
- Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures via the school office ( tel no. 028 2766 2666)
- Where a pupil is found by a member of staff to be using a mobile device, the device will be taken from the pupil, handed to a senior member of staff who will record the name of the child and attach to the device. The mobile device will be stored by that teacher. The pupil may collect the device at the end of the school day. The parents will be informed.
- If a pupil is found taking photographs, video footage or audio recordings with a mobile device of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken. Parents will be informed.
- If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher. Parents will be informed.
- Parents are advised that Leaney Primary School accepts no liability for the loss or damage to mobile devices which are brought into the school or school grounds.

## **Staff**

Staff within Leaney Primary School should be mindful of their duties and responsibilities within the school and must never allow the use of a mobile device to interfere with the fulfilling of these responsibilities. The following guidelines should be adhered to:

- Staff should refrain from making calls or sending text messages during class time, except with the prior approval of the principal or in the case of an emergency.
- Staff should refrain from receiving calls or text messages during class time, except with the prior approval of the Principal or in the case of an emergency.
- Mobile devices should not be used for any other purpose e.g. to access social media when children are in the vicinity.
- Personal mobile devices should not be used to take photographs/videos in school so as to protect the staff from unnecessary exposure to child protection issues. However, if a personal device has been used to take photos/videos, such photos/videos should be deleted as soon as possible. This deletion should be witnessed by a member of the SLT.
- During class time, mobile devices should be either switched off or kept in silent mode so as to avoid distraction from the teaching and learning in the classroom.

Inappropriate use of mobile devices can have serious repercussions for the health, safety and wellbeing of both staff and pupils. The Senior Leadership Team and the Governors of Leaney Primary School will consider misuse of a mobile device to be a disciplinary matter.

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