

St Joseph's Catholic Primary School

At St Joseph's we work, learn and grow together guided by Jesus' teachings



CRC Article 29(goals of education)

Education must develop every child's personality, talents and abilities to the full.

It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Policy for Mobile Phones in School

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils. The Early Years Safeguarding and Welfare Requirements (para 3.4) require all schools to have a clear policy on the use of mobile phones and devices.

Introduction

St Joseph's Catholic Primary School has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

Camera Mobile Phones

Camera mobile phones are now the norm and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools.

They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff Policy

Staff use of mobile phones during their working day should be:

- outside of their contracted hours
- discreet and appropriate eg: not in the presence of pupils

Mobile phones should be switched off / on silent 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 parent, 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 allow themselves to be photographed by pupils.

If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Lead for Early Years and Designated Safeguarding Lead would be informed.

The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.

In School Policy

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. Use of the school's mobile phone, camera and technological devices The school mobile phone is only used on external trips and this has sole facility of calls and text messaging.

EYFS

All staff's personal mobile phones are to be kept in the Early Years office during school hours. Phones stay there for the duration of the day, staff members are only allowed to use their devices at lunch times, when no children are present.

iPads used in the Early Years department are for staff to collect images of children for the purpose of our Online Learning Journal system, (Evidence Me) and used for observations and journal entries. These are deleted once used and published. Each class has designated iPads for their classroom to take pictures of their children. iPads are always used with at least one other member of staff present at all times.

The Early Years department also display clear 'no mobile phone zone' posters and 'no camera zone' around entrance to the area.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, St Joseph's Catholic Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above. When

a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day – where it will be kept securely. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St Joseph’s Catholic Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to the class teacher who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office.

The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy. If images of other pupils or teacher have been taken, the pupil will be asked to remove the images in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Mobile Phone Parental Consent Form

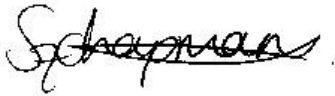
Dear Parent/Carer,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand their mobile phone to the school office for safe keeping at the start of the school day. Pupils mobile phones can be collected at the end of the school day from the school office
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely



Mrs S Chapman

Principal

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year
to bring their mobile phone into school. We have read the policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE

St Joseph's Catholic Primary School

Appendix 2

Visitor Information Slip Mobile phone policy

Information slip for visitors

Please keep your mobile phone on silent/vibrate while on the school grounds Please do not use phones where pupils are present. If you must use your phone, you may go to the parent room next to reception Do not take photos or recordings of pupils (unless it is your own child), or staff

Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds. A full copy of our mobile phone policy is available from the school office.

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Version 2.0