



Our Lady Star of the Sea

Smart phone/Mobile devices policy for Staff, Pupils and Parents

Policy Leader	Mrs N Gregan - Headteacher
Last Updated	Autumn 2023
Approved by the	The Governing Body
Date to Review	Autumn 2024

Mission Statement "You are precious in my eyes" - Isaiah 43

- Our Lady Star of the Sea Catholic Primary School is committed to the widest and fullest education of all pupils in a partnership between home, school, parish and community.
- Our school aims to create a happy, ordered environment where all members feel secure, valued and respect each other.
- Our school aims to be a positive force within the Catholic church inspired by the life of Christ in the Gospels

1. Introduction

1.1 This policy provides guidance on the appropriate use of personal smart phones/mobile devices by members of staff, pupils and parents/visitors to the school.

1.2 Our Lady Star of the Sea School has a clear policy on allowing pupils to bring mobile phones into school, and this policy makes explicit reference to smart mobile phones.

2. Smart Mobile Phones/Digital Devices

2.1 Smart mobile phones/mobile devices are becoming increasingly popular. A built in digital camera enables users to take high quality pictures. These can then be sent instantly to other mobile phones or e-mail addresses. They can also be posted on the internet or in chat rooms. 2.2 There is the potential for smart mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers.

3. Staff Policy

3.1 Staff use of smart phones and personal mobile devices during their working school day should be:

- Outside of their contracted hours in designated areas which include the staffroom, the Learning room and office area.

- Discreet and appropriate eg. Not in the presence of pupils

3.2 Smart phones should be switched off or in silent mode protected by password security and left in a safe place during lesson times. There are pigeon holes in the learning room and cupboard spaces in most classes; some of which can be locked. School will not take responsibility for items that are lost or stolen.

3.3 In exceptional circumstances staff must seek permission from the headteacher to carry their mobile device with them in silence mode.

3.4 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 pupil, a school telephone should be used.

3.5 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

3.6 With regard to smart phones/mobile devices, a member of staff should never use their phone/mobile device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

3.7 This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

3.8 Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures.

4. Pupil Policy

4.1 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, Our Lady Star of the Sea School discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

4.2 When a child needs to bring a phone into school, a permission slip must be signed by their parent and the mobile phone must be left either in the school office or classroom in a secure area at the start of the day and collected at the end of the day. The phone should not be switched on until the child leaves the perimeter of the school grounds. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Our Lady Star of the Sea School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

4.3 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 a member of the school office team who will record the name of the pupil and attach 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 the parents requesting that a permission slip be returned the next day. If this practice is repeated then the school will confiscate the phone until an appropriate adult collects the phone from the headteacher.

4.4 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 the school's Behaviour Policy.

4.5 If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of the headteacher.

4.6 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.

4.7 Please talk to your child about the appropriate use of text messages as they can be used to upset pupils.

4.8 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 01253 762833) 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.

5. Parents/Visitors Policy

5.1 Parents and visitors should not use their smart phones/mobile devices anywhere on school grounds to ensure the safety of all members of the school community.

5.2 With regard to smart phones/mobile devices, parents and visitors should never use their phone/mobile device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s) whilst on the school premises.

6. Contractors

6.1 On arriving at the school office all contractors will be informed of our mobile device policy and will be asked to only use mobile phones in designated areas unless further permission has been agreed with the headteacher.



Dear Parent/Carer

RE: MOBILE PHONE PARENTAL CONSENT

In accordance with our School Mobile Phone Policy, we understand that it is your express wishes that your child must bring a mobile phone into school on a regular basis. Please sign the form below giving permission for your child to do this and please be reminded that:-

1. Your child must bring the phone to the school office or hand the device to their teacher first thing in the morning.
2. The school bears no responsibility for any loss or damage to the mobile phone.
3. Your child's phone should be appropriately marked so that they can recognise it; and
4. Should your child 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.

Yours sincerely,

Mrs Gregan

Headteacher



MOBILE PHONE PARENTAL CONSENT

I/We give permission for our child _____ of Class _____ to bring their mobile phone into school.

We have read the policy and understand all its implications.

Signed: _____

Date: _____