



# Acceptable Use of Mobile Phones Policy



Updated March 2018

## **Policy for use of Mobile Phone**

This policy outlines the appropriate use of mobile phones on our school site.

### **Rationale**

St. Joseph's Primary School recognises that many pupils own a mobile phone. We also recognise that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

### **Aims**

To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy.

### **Guidelines**

#### **Staff**

During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' or 'discreet' mode.

Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.

#### **Pupils**

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.

Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Pupils are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Permission Slip and they must hand the phone in at the office before school and collect it at the end of the school day. The phones will be secured in the office and pupils can retrieve their phone at the conclusion of the day.

If pupils do bring their mobile phone to school it should be clearly marked with their name.

### **Sanctions**

In line with our Behaviour Policy, for pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of mobile phone (handed back to pupil or parent at the end of the day)
- An office time-out or in school suspension.
- A pupil being banned from bringing a mobile phone onto the school grounds.
- Communication with parents/guardians regarding mobile phone use at school.

### **Inappropriate Use**

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well being of any person; or is in breach of any law.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy.

***It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.***

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices.

### **Exemptions**

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

Signed: \_\_\_\_\_  
Chairperson of Board of Governors

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Date for review: \_\_\_\_\_