



Holy Trinity CE (VA)

Primary School

Policy name: **Mobile Phone Policy**

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Governor committee: **n/a**

Approved by: **Headteacher**

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Mobile Phone Policy

Rationale

The staff and Governors of Holy Trinity Primary School recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians request that their children 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 students. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

Aims of this policy

- 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 'discrete' mode.
- Except in urgent or exceptional situations or as part of the curriculum, mobile phone use is not permitted during teaching time, while on playground duty and during meetings.
- In accordance with the *Acceptable Use Policy* staff should not use personal devices for photography in school. Only School cameras or devices are to be used.

Pupils:

- Pupils in years 5 & 6 who walk to and from school without their parents are permitted to bring mobile phones to school with the written/verbal permission of their parents. In these situation pupils should not use mobile phones on the school premises.
- All pupil mobile phones should be 'banked' in the place provided in year 5 & 6 classrooms. The phone can be retrieved at the end of the day. The phone is stored at the owner's risk and school will accept no responsibility for replacing lost, stolen or damaged phones.
- In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often stressful for a primary age child.
- 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.
- If pupils do bring their mobile phone to school it should be clearly marked with their name.
- 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.



Parents:

- For safeguarding reasons parents are advised not to use camera phones to take images on the school grounds.
- Parents should not place images of other children taken at school on social media sites without permission from the parents involved.