

King David Primary School



SCHOOL POLICY

Mobile Phone and Tablet Policy

Produced by KDPS
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Introduction

At King David Primary School the welfare and well being of our pupils is paramount. This policy has been drawn up in the best interests of pupil safety and staff professionalism.

This policy should be read in conjunction with the school e-safety policy, the Educational Visits Policy and the Staff Code of Conduct.

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
- The phone must be handed in, switched off, to the school's main office first thing in the morning and collected from the office by the child at home time. (The phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff, Volunteers and Visitors:

- Staff, volunteers and visitors must have their phones on 'silent' or switched off during class time.
- Staff, volunteers and visitors may not make or receive calls during teaching time. If there are extreme circumstances (eg. acutely sick relative) the member of staff will have made the Head Teacher or Assistant Head Teachers aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff members are with children.
- Calls/ texts must be made/ received in private during non-contact time and not in the presence of pupils.
- Personal mobile phones should not be used to take photographs of pupils or to store their personal data.
- Members of staff should not contact parents or pupils from their personal mobile phones or email addresses. If a member of staff needs to contact a parent a school telephone should be used.
- There are school mobile telephones that should be taken out into the playground with the members of staff who are on duty at break time or lunchtime.

- A school mobile phone should also be taken on school trips. If parents are accompanying a trip, they should be given the number of this school mobile phone.

Parents:

- We would respectfully ask that parents do not use mobile phones in the school building to receive or make telephone calls. Therefore we ask that parents' use of mobile phones is courteous and appropriate to the school environment.
- If parents take photographs and video of their children at school sporting events, concerts or assemblies they should be mindful of privacy when posting such photographs to social media sites and not post images of children other than their own.
- If parents are accompanying a school trip they are advised not to make contact with other parents via calls, texts or social media during the trip.

Camera Mobile Phones and Tablets

- Class teachers have been supplied with a school iPad for school use.
- The Head Teacher or Assistant Head Teachers could collect the school iPads in at any time without notice for monitoring purposes.
- Photographs of pupils taken for displays, for the school website or Twitter should be taken using school cameras or iPads and not ones own personal device.
- All photographs and videos should be deleted from the school camera or iPad as soon as practicable after they have been uploaded.
- Staff members should report any usage of mobile devices that causes them concern to the Head Teacher or Assistant Head Teachers as per the Whistle blowing policy.