



**KILKEEL PRIMARY SCHOOL**

## **Mobile Phone and Electronic Devices Policy**

Reviewed: September 2018

Ratified:

Review Date: 2020



## Introduction

In Kilkeel Primary School the welfare and wellbeing of our pupils is paramount. This policy on the use of mobile phones or any electronic and / or wireless devices in school has been drawn up with the best interests of pupil safety and staff professionalism in mind.

We are all now aware that mobiles phones and electronic devices are now a feature of modern society. The increasing sophistication of mobile technology presents a number of difficult management / safety issues for schools, namely:

- The high value of many mobile phones and electronic devices.
- The integration of cameras into phones and electronic devices leading to potential child protection and data protection issues.
- The capacity to access the internet without the school filtering system.
- The potential misuse of the phone or electronic devices in other ways during the school day eg recording, videoing, texting etc.

## Use of Mobile Phones Including Wireless and Electronic Devices

### Pupils:

- Pupils who bring mobile phones or electronic devices into school must leave them in the General Office between 8.45am and 2.05pm / 3.05pm. They must not be left in school bags. Such items should be named and are brought into school at the owner's risk.
- Pupils who are caught with a mobile phone or electronic device during the school day will have the item confiscated and a parent / guardian will be contacted to collect the device at the General Office.
- Pupils must not bring mobile phones or electronic devices on single day or residential educational visits. Contact / messages can be relayed through the school office between 8.45am - 3.30pm or via the school mobile.

### **All Teaching and Non-Teaching Staff:**

- Staff must have their phones / mobile devices / smart watches on 'silent' or switched off during class / work time.
- Phones or personal electronic devices must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time, accessing apps etc.) during teaching / work time.
- If there are extreme circumstances e.g. an acutely sick relative, the Principal should be informed so that alternative arrangements can be agreed.
- Under normal circumstances, mobile phones and personal electronic devices belonging to staff should not be in view of the children.
- Calls / texts must be made / received in private during non-contact / break times when no children are present.
- Phones must never be used to take photographs / video of children or to store their personal data.

### **Parents / Guardians and Other Visitors:**

- We request that parents / guardians refrain from using their mobile phones and electronic devices in and around the school premises.
- Parents and visitors must not use mobile phones or personal electronic devices within the school building.
- With permission of the Principal, some people completing maintenance work may use mobile phones. This may include those completing work in relation to the C2K managed computer service.

We appreciate the support of parents / guardians, pupils and staff in implementing this policy to keep our pupils safe.