



Phone and Tablet Policy

Introduction

At Bruce Grove Primary the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

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 parent must put their request in writing to the headteacher
 - the phone must be switched off as the child enters the school premises and handed to the senior member of staff on early morning duty
 - the phone must be collected from the school office at the end of the day (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 an adult.

Staff:

- All staff must have their phones switched off during lesson / class time
- Staff may not make or receive personal calls during teaching time/ contracted hours unless it is work related. If there are extreme circumstances (eg very sick relative) the member of staff should inform the headteacher and seek permission to have their mobile turned on to receive an emergency call.
- Use of phones must be limited to non-contact time/lunchtime when no children are present.

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- Phones must be kept out of sight(eg drawer, staff locker) when staff are with children
- Phones will never be used to take photographs of children or to store their personal data.
- Staff may not use personal ipads in school. School ipads are available to use during school hours.

Parents & other visitors:

- We request that parents do not use mobile phones/ipads in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds during school hours.

We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe.

Updated November 2015

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