St Teresa's Catholic Primary School
Mobile Phone and Electronic Devices Policy

'Christ be in our heads, in our hearts and in our hands'

1. Policy Statement

The school recognises that many primary-aged children own mobile phones and other electronic communication devices, including smart watches. We also acknowledge the increasing role that technology plays in everyday life. However, our primary focus is on learning, and the safety and wellbeing of our pupils remain paramount. Consequently, pupils are not permitted to use mobile phones, smart watches or other electronic communication devices whilst they are at school.

Pupils in Key Stage 2 may bring a mobile phone, smart watch or electronic device to school where this is needed before or after the school day. On arrival, all such devices must be switched off and handed to the class teacher, where they will be stored securely until the end of the school day.

Smart watches capable of making calls, sending or receiving messages, accessing the internet, taking photographs, making recordings or tracking location are subject to the same requirements as mobile phones.

While the school will take reasonable steps to ensure that devices are stored securely, they are brought onto the school site at the owner's risk and the school cannot accept responsibility for any loss, theft or damage.

2. Aims

This policy aims to explain:

• how the school will manage the issue of mobile phones, smart watch or electronic devices in school;

• what parents and carers should do if they would like their child to have access to a mobile phone, smart watch or electronic devices;

• what the school will consider as exceptions to the normal regulations.

3.Policy for children

Pupils may bring a mobile phone, smart watch or other electronic communication device to school where this is required before or after the school day.

All mobile phones, smart watches and electronic communication devices must be switched off before entering the school building and handed to the school office immediately on arrival. Devices will be stored securely during the school day.

Pupils must not access, use, or switch on mobile phones, smart watches or other electronic devices whilst on the school site or during the school day.

At the end of the school day, pupils may collect their devices from the school office. Devices should remain switched off until pupils have left the school premises.

Smart watches with the capability to send or receive messages, access the internet, make calls, take photographs, make recordings or track location are subject to the same requirements as mobile phones and must be handed into the school office at the start of the school day.

3. Policy for staff

Staff may bring a mobile phone or personal smart device onto the school site. During the working day, devices must be set to silent mode and stored securely when staff are working directly with pupils.

Staff must not use mobile phones for personal calls, messages, social media, or any other personal purpose whilst supervising or working with pupils. Mobile phone use should not take place in front of pupils except where there is a legitimate professional reason.

Where staff are required to use a personal device for multi-factor authentication or another approved school-related purpose, this should be carried out as quickly as possible and, wherever practicable, away from pupils.

Personal mobile phones may only be used during breaktimes, lunchtime or outside directed working time, and only within designated staff areas. These areas include the staff room, meeting room, offices and senior leadership rooms.

Staff must not use personal devices to take photographs, videos or audio recordings of pupils. Images of pupils should only be taken using approved school equipment and in accordance with the school's safeguarding, data protection and acceptable use policies. In exceptional circumstances, where the use of a personal device is unavoidable, prior permission must be obtained from the Headteacher and the image transferred immediately to the school's secure system before being deleted from the personal device.

Any concerns regarding the inappropriate use of a mobile phone or personal device should be reported to the Headteacher or Designated Safeguarding Lead immediately.

Smart watches capable of taking photographs, making recordings, receiving messages or accessing the internet are subject to the same expectations as mobile phones.

4. Exceptions

Where a parent or carer believes there is a genuine need for their child to have access to a mobile phone, smart watch or other electronic communication device during the school day, they should submit a written request to the Headteacher outlining the reasons for this request.

The Headteacher will consider each request on an individual basis and will determine whether an exception to this policy is appropriate. Any agreed arrangements will be documented and reviewed as necessary.

5. Monitoring and review

The headteacher will monitor the implementation of the mobile phone policy. The headteacher will keep a record of all incidents involving mobile phones and will report to governors so that this policy can be reviewed as appropriate.

This policy will be reviewed by governors bi-annually or sooner if statutory guidance changes.