

***St Ann's R.C.  
Primary  
School***

***Mobile Phones,  
Smart Watches,  
Devices and Camera  
Policy***

Last Reviewed: October 2023

Next Review by: October 2024

### **Our School's Mission Statement**

***'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.'***

***'Motivate, learn, inspire.'***

St Ann's School is committed to ensuring the safety of children in its care. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

#### **Pupils**

There is normally no need for pupils to have a mobile phone, smart watch or digital camera on school premises but we accept that there may be circumstances where parents see a need for their year 5 or 6 child to carry a mobile phone on their journey to and from school. In these circumstances mobile phones will be stored appropriately until the end of the school day.

Smart watches are permitted to be worn during the school day as long as they are on silent mode and not used for any purpose other than telling the time/counting steps during the school day. Smart watches used for any other reason will be confiscated and parents will be required to visit the school to have the smart watch returned to them in person. Smart watches, when worn in school will be the sole responsibility of the pupil and the school will not accept responsibility for any loss or damage.

Children are not allowed additional technology such as iPods, DS, MP3s or digital cameras within school grounds, or on any field trips, (an exception can be made for cameras at the discretion of the teacher).

Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person.

#### **Staff**

Staff should have phones off or on silent away from view when in the vicinity of pupils.

Staff should have smart watches on airplane mode when in the vicinity of pupils.

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, pictures or share images. If photographs of pupils are required for display or curriculum evidence these may only be taken on a school camera.

Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in a secure place in the school.

Members of the Senior Leadership Team and Office staff are permitted to keep their mobiles close by.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable

In cases of an exceptional circumstance (e.g. domestic emergency/ acutely sick relative), staff must seek permission from a member of the Senior Management Team

Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours

### **Volunteers, Visitors, Parents and Carers**

All home/school communication during the school day must be done through the school telephone system

On arrival, all visitors (including parents, carers, family members, governors and contractors) will be informed of our expectations around the use of mobile phones/devices

Visitors should have phones off or on silent away from view when in the vicinity of pupils

Visitors should have smart watches on airplane mode when in the vicinity of pupils

Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Headteacher's permission

Where parents and carers are accompanying pupils on school trips, they should not use their phones or devices to take calls, take photographs of children or access social networking

This policy will ensure that parents and the school work closely together to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones.

## Mobile Phone, Smart Watch and Camera Policy - Permission Agreement:

### Parent / Carer

1. I have read and understand the above policy of St Ann's Primary School.
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity.
4. My Y5/Y6 child will switch the phone off and hand it in where it will be stored in a safe place as soon as she/he arrives in school. The class teacher will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care.
6. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Date: \_\_\_\_\_