



# Mobile Phone Policy

February 2024

## Mobile Phones - Pupils

- Alva Primary School appreciates that some parents/carers wish their child(ren) to have a mobile phone for safety purposes for the journey to and from school. The school does not accept responsibility if a mobile phone gets lost or damaged.
- During the school day, (entering the playground) mobile phones should be switched off, and placed in a secure area of the pupil's school bag (the phone is left at the owner's own risk) or handed in to the school office as the bell rings at 9am and collected again at 3pm. This also applies to smart watches which can make calls/send messages.
- Any mobile phone/smart watch on view anywhere within the school day will be confiscated and held for safekeeping in the office until close of school at 3.00pm.
- Misuse will result in parents/carers being contacted to discuss options.
- In an emergency during the school day the school office will contact pupils' families.
- Likewise, parents/carers should contact the school office during the school day if they have an urgent message which will then be passed to the child.

## Mobile Phones - Staff

- Staff are not permitted to make/receive calls/messages during contact time with children and during training at work.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during contact time with children.
- Use of phones (inc. receiving/sending messages and emails) should be limited to non-contact time and/or break times for all staff e.g. in office areas, staff room, empty classrooms.
- If there is an emergency situation which arises outside the classroom/nursery (e.g. school grounds/trips) staff can use their mobile phone to contact a member of the Senior Leadership Team or the school office, if a radio is unavailable/out of range.
- It is also advised that staff have enabled security protection functions on their phones e.g. password etc.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher/DHT aware of this and can have their phone in case of having to receive an emergency call.
- Staff are not at any time permitted to take photographs or video on their mobile phones.
- No images, photographs, videos or children's names should be stored on or shared via any messaging platform.
- Legitimate recordings and photographs should be captured using school equipment such as tablets/iPads.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher/DHT.