**Muckhart Primary School**

**Home of Natural Learning**



**Mobile Phone Guidance for Pupils, Staff, Volunteers, Visitors**

Camera mobile phones are now the norm and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Pupil Guidance

While we fully acknowledge a parent’s right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones to school due to the potential issues raised above. Should a parent deem it necessary for a child to bring in a mobile phone it should be kept in the child’s bag during school hours and be switched off and not used.

Parents are advised that Muckhart Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the child will be advised to keep their phone in their bag and switched off.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious breach of trust and of our school values. If images of other pupils or teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher or HT. Should a pupil be found to be using their phone inappropriately, they will no longer be permitted to bring a phone into school. Navigation watches with GPS trackers should only be used as a watch while in school.

We ask that parents talk to their children about the appropriate use of text messages as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

There may be exceptional circumstances where a child is permitted to use the camera aspect of the mobile phone to keep a record of learning in order to share their learning at home.

Parents, Visitors or Volunteers in School Policy

Adult volunteers, either in school or accompanying children on school trips, should not use their personal cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports Day and **of their own children only.** Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked to take photos as a record of the educational visit, they will be issued with a school camera/i-pad. Parents accompanying children on school trips should not use their mobile cameras to take pictures

Staff Guidance

Staff use of mobile phones **for personal purposes** during their working day should be:

 • outside of their contracted hours (or during staff breaks)

• discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be on silent and left in a safe place (or in a pocket) during the school day. The school cannot take responsibility for items that are lost or stolen. Staff, in general, should not contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office. There may be exceptions to this guidance – for example during Lockdown – but this should be discussed with HT before staff use their own phone to make contact. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. With regard to camera phones, if a member of staff takes pictures of a lesson or activity – this should be for the purpose of uploading to Parent Council Facebook page, or as a record of learning, and deleted immediately. **Staff should make themselves aware of those children who do not have permission for their photograph to be posted online on FB or Twitter**. Staff should not allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

This guidance will be monitored and reviewed as required but at least every two years.

 Parent Council Approval

This policy was approved by the Parent Council on 01.02.21