

# St. Mary's Primary School

## Mobile Phone Policy



## **St Mary's Primary School Mobile Device Policy and Guidelines**

It is recognised that some pupils take their mobile devices to school with them, and that parents wish their children to be able to do so. If mobile devices are brought to school it is important that children, parents and carers realise that these are entirely the child's responsibility and that they must look after them to ensure they are not lost or stolen. If a device is used inappropriately then it will be stored in the office to be collected at the end of the school day.

**The following conditions for use apply in St Mary's Primary School:**

*Can I keep my mobile device on?*

**Mobile devices must be switched off during the school day.**

*Can I use my mobile device in school?*

**Devices are not permitted to be out in class. Mobile devices should not be used at all during break or lunch times.**

*What if I must make a telephone call?*

**You can ask the school office for permission to use the land line.**

*I have a camera on my device; can I use it to take photographs?*

**You cannot use your mobile device for photography at any time within the school, the playground, on school trips, or special events such as the school disco.**

*My parent or carer needs to speak to me. How can this be done?*

**Parents and Carers may contact the school office at any time and talk to a member of staff who will relay the message to you.**

*Where can I keep my mobile device?*

**Devices should be kept in school bags, switched off and out of sight.**

*What will happen if I use my mobile phone inappropriately?*

**Your mobile phone or other device will be confiscated and if this happens on more than two occasions in any one month period, then you will be asked to desist from taking a mobile phone or other device to school normally for a period of 2 weeks or such other period of time which the Head Teacher deems appropriate.**

*What if I have inappropriate images on my phone?*

**Where there is inappropriate text or images found on a mobile phone or other mobile device and the text or image is uploaded on sites such as YouTube or Facebook, you should be asked to immediately remove these. If there is a concern that text or image(s) stored on a mobile phone or other mobile device, may be inflammatory, inappropriate or illegal then the Head Teacher should confiscate the phone/device. The Child Protection Guidelines and Procedures should be reviewed and contact made with the school's nominated senior manager within the People Directorate. Under advisement, the Head Teacher should contact Police Scotland.**

*Why I should follow these guidelines?*

**It is important that everyone follows these guidelines in the interests of safety and respect for others.**