

## Mobile Phone Policy

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Mobiles phones are a common possession and are increasingly complex and sophisticated.

Many people view them as an essential of modern life. There are however many issues that relate to mobile phone use, or indeed possession, in school, for example:

- Disturbance of lessons and loss of concentration in class.
- Worry at responsibility for an expensive item.
- Potential for theft.
- Potential bullying situations.
- Unwanted and uncontrolled photographs and video footage.
- Most mobile phones can connect to the internet, with all the hazards involving online issues such as bullying, grooming and personal security such as sexting.
- Electromagnetic radiation.
- Adults using their phone and not giving their full attention to the children in their care.
- Personal conversations being overheard.

### Procedure

- Phones are to be brought into school only when absolutely necessary. We strongly advise that phones do not have access to the internet and that smart phones are kept for when the children graduate after class VIII. Multimedia wrist watches are not allowed on school premises.
- We have a no mobile phone policy for classes I-III
- In classes IV – VIII mobile phones should not have access to the internet
- Parents must inform the Class Teacher when their child begins to bring their mobile phone to school.
- Pupils of Classes IV to VIII will hand in any phones to the school office at the beginning of the day. These will be placed in a lockable box kept in the school office and returned at home time.
- Any child found to be using his/her phone during school time or on school premises (including the gardens or courtyard) will have the phone confiscated and kept in the office until it is collected by their parents/carer.

- In exceptional circumstances for example on school trips, it may be necessary for a staff member to lend a pupil a mobile phone. The call must be supervised and numbers deleted after use.
- Still photographs of children in the kindergarten and classes must only be taken with a school camera and never with a mobile phone.

## **Emergencies**

- If a pupil needs to contact their parent or carer they will be required to use the office phone.
- Parents should call the school office if they need to relay a message to their child.

## **Responsibility of mobile phones**

St Paul's Steiner School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents or carers to ensure mobile phones are properly insured.

## **Staff**

Please note that staff may have mobile phones. Staff will not use mobile phones in the classroom, during lessons. As adult employees we expect them to behave in a responsible professional manner with regards to the use of mobile phones in school, including facilitating communication on school business e.g. contacting members of staff who may be in another part of the school, or for communication between staff with a group of children off school premises.

This policy should be read in conjunction with the school's other policies, in particular the Behaviour Policy.

## **Parent/Carer**

Adults and children are not to use their mobile phones at pick up time. All areas of the school premises including courtyard and kindergarten gardens are mobile free zones. This means:

- You must not make or receive phone calls
- You must not send or open texts message or emails
- You must not use the mobile phone camera to take pictures or videos anywhere within the school's premises.

Parents on class trips are not to use their phones unless previously discussed and agreed with the class teacher.

*Reviewed May 2018  
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