

**Mobile Device Policy**

The phrase ‘mobile device’ in this policy should be taken as referring any to any portable device that can be used for communication, photography and voice/video recording . Examples of such devices include mobile devices, tablets, digital cameras, smart watches and similar items.

This policy aims to promote safe and appropriate practice by establishing clear guidelines for adults and children. It should be read in conjunction with our safeguarding and Esafety guidelines.

**Adults**

* The term adults refers to all school based staff, student teachers, governors, parent helpers and all other volunteers and visitors.
* Where adults carry mobile devices on their person, these should be set to ‘silent’ and not be visible to pupils.
* Personal use should be limited to allocated break times, unless in exceptional circumstances (e.g. medical emergency). Where possible, arrangements should be made for the office staff to handle messages.
* Staff on duty at break times should not use personal mobile devices.
* Where a mobile device is required at any time (e.g. for photography, video recording etc.), only school devices should be used.
* Parents may take recordings/photographs of their own child during events on the understanding that these are for personal use only and should not be shared publically on a social network. For instance, parents may take photographs at sports day and during school performances. A disclaimer is displayed at all such events to ensure awareness of these guidelines (See appendix A).
* Parents who accompany classes on school trips may make recordings of their own children only. School staff will take whole group photographs.
* Staff should report any use of mobile devices that causes them concern to the headteacher.

**Pupils**

* Only those children who walk to and/or from school should have a mobile phone when entering the premises.
* On arriving at school, pupils are to turn off and hand in any mobile devices to their class teacher. All devices must be clearly labelled with the child’s name. These are then kept securely in the classroom during the day.
* Devices are returned at the end of the school day, as pupils leave the premises. Device must be concealed and remain switched off until leaving the school premises.
* Should parents need to contact pupils or vice-versa during school hours, this should be done following via the school office on 0151 924 1704. Contact using personal mobile devices is not permitted.
* No personal mobile devices are permitted on school trips or residentials.
* Where a mobile device is required at any time (e.g. for photography, video recording etc.), only school devices should be used.
* Parents should be aware of potential risks such as theft, damage, cyber bullying and inappropriate use of photography.
* All pupils are made aware of the safe use of mobile devices through our computing and PHSE lessons. Further resources and guidelines are available on our school website.

Parents and pupils are advised that Ursuline Catholic Primary School accepts no liability for the loss or damage to mobile devices which are brought to school.

**Appendix 1**

The following message is announced / displayed in situations where parents and carers might make recordings of their own child (e.g. sports day, school performances etc.).

**Respect and Care for the Whole Community when taking Photos and Videos**

We are happy for parents and carers to take photos and video for personal use but request that these images are not distributed or put online if they contain images of other children, adults or staff without consent.

This will help protect all members of the community.

Thank you for your support