

# TANDRAGEE JUNIOR HIGH SCHOOL

## MOBILE PHONE/ DIGITAL DEVICES POLICY

### INTRODUCTION

In Tandragee Junior High School the welfare and well being of our pupils is paramount. This policy, on the use of mobile phones in school, whilst with children, has been drawn up in the best interests of pupil safety and staff professionalism.

### RELATED POLICIES

Child Protection Policy

Pastoral Care Policy

### USE OF MOBILE PHONES/ DIGITAL DEVICES

#### Pupils

- Pupils must have their phones/digital devices **switched off at all times** and kept in school bag/blazer.
- Occasionally, with permission of the teacher pupils may use the phone to ring home after school if the school office is closed. We understand that the mobile phone is important for use/safety when pupils attend after school activities.
- Any pupil using a mobile phone/digital device will have it confiscated on each occasion and it will be sent to the office. After the third offence it must be collected by the parent the following day or at their earliest convenience.
- Pupils are not permitted to take any photos on their mobile phones/digital devices in school or on school premises. This includes school events such as outings, discos, competitions, etc. This is to prevent bullying through the use of texting, phone, class and social media websites.

#### Staff

- Staff should have their phones on 'silent' or switched off during class time and should not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Principal aware of this and can have their phone on in case of having to receive an emergency call.
- Use of phones should be limited to non-contact time preferably when no children are present
- Personal phones must never be used to take photographs of children or to store their personal data (see Child Protection policy)

#### Parents and other visitors

- We request that parents do not use mobile phones in the school building or the school grounds
- Mobile phones must never be used to take photographs in the school building or grounds

*We very much appreciate our parents' support in implementing this policy in order to keep your children/our pupils safe*