St Mary's Roman Catholic Primary School

Kirkley Cliff, Lowestoft, Suffolk, NR33 0DG
Tel: 01502 565384 Email: office@stmarysrcps.org
www.facebook.com/stmarysrcps

Executive Headteacher: Mrs Helen Armstrong

Head of School: Mrs Abi Goddard

Chair of Liaison for Governors: Mr Jeremy Gaskell

St Mary's RC Primary School

MOBILE PHONE and SMART TECHNOLOGY DEVICES POLICY

Introduction

At St Mary's the welfare and well-being of our pupils is paramount. This policy on the use of mobile phone and smart technology devices in school and whilst with children has been drawn up in the best interests of pupil safety and staff standards of conduct.

Related policies

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Online Safety and ICT Acceptable Use policy

Use of mobile phones and smart technology devices

Pupils:

- Pupils are not permitted to have mobile phone and smart technology devices with them at school or on trips unless specific permission has been given by the school. This includes Smart watches with access to the internet.
- In the event of a Year 6 parent wishing for his/her child to bring a mobile device to school to contact the parent after school the pupil must hand the phone in, switched off, to the class teacher first thing in the morning and collect it from the class teacher at home time (the phone is left at the owner's own risk). All devices will be locked away in the office.
- Mobile phone and smart technology devices brought to school and not left in the school office will be confiscated and must be collected by the parent.

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Staff:

- Staff must have their personal mobile phone and smart technology devices switched off during class time.
- Only designated staff may use mobile devices for in-school communication, e.g. Senior Leadership Team, Pastoral Workers, ICT Technician and Caretaker.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the headteacher aware of this who will consider if they may have their phone in case of having to receive an emergency call.
- Use of personal mobile phone and smart technology devices must be limited to non-contact time when **no** children are present.
- Mobile phone and smart technology devices must be kept securely out of sight (e.g. drawer, handbag) when staff are with children.
- Staff may use personal mobile phone and smart technology devices to receive school email.
- Personal mobile phone and smart technology devices will never be used to take photographs of children.
- A school mobile and smart technology device (for taking photographs) will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

Parents / Carers and Visitors:

- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school will send each family a text message informing them of the change of circumstances. *It is therefore imperative that parents supply school with at least one up-to-date mobile number.*
- Parents must not use personal mobile phone and smart technology devices in the school building or grounds during the school day.
- Mobile phone and smart technology phones must be used respectfully at school events in the school building or ground, eg. concerts, sporting events etc. All images taken are for personal use only and **must not** be placed on social media.

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We very much expect our parents' support in implementing this policy in order to keep your children safe.

September 2025

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