

# Mobile Phone Policy



**MARY QUEEN OF PEACE  
PRIMARY SCHOOL**

**In a time when technology plays an increasing role in all of our lives, the growing access to complex mobile phones demands careful supervision of their use by parents and the school. Parents are expected to support the school in the implementation of this policy.**

## Pupils

The use of mobile phones in Mary Queen of Peace Primary School follows the guidance and direction given by Education Support for N. Ireland which takes recommendations from the Education Authority.

- Mary Queen of Peace Primary School discourages pupils from bringing mobile phones to school.
- Exceptions to this would be in an emergency situation and with the express approval of the Principal or Vice-Principal, where a written request has been received from the parent/carer in light of transport or health issues.
- If pupils bring mobile phones to school, the phones must remain switched off while pupils are in class, the school building and the school grounds.
- Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office (tel no. 028 21758358).
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil, handed to the Principal or Vice-Principal. The pupil will turn off the phone and it will be placed in an envelope marked with the pupil's name. The mobile phone will be stored by the Principal or Vice-Principal and the pupil may collect the phone at the end of the school day. The parents will be informed.
- In the event that a child uses an unauthorised mobile phone in school on a subsequent occasion, parents will have to collect the phone in person from the Principal or Vice-Principal.
- If a pupil is found taking photographs, audio or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken in line with the school's Discipline Policy.
- If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher.
- Parents are advised that Mary Queen of Peace Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

## Parents

Parents should note that the use of mobile phones in the school building or grounds is not permitted. This is a child protection matter and is in the best interests of pupils and parents.

## **Staff**

Staff within Mary Queen of Peace Primary School should be mindful of their duties and responsibilities within school and must never allow the use of a mobile phone to interfere with the fulfilling of these responsibilities. The following guidelines should be adhered to:

- Staff should refrain from making calls or sending text messages during class time, except with the prior approval of the Principal or in the case of an emergency.
- Staff should refrain from receiving calls or text messages during class time, except with the prior approval of the Principal or in the case of an emergency.
- Personal mobile phones should not be used to take photographs in school or on school trips, so as to protect the staff from unnecessary exposure to child protection issues.
- During class time, mobile phones should be either switched off or kept in silent mode so as to avoid distraction from the teaching and learning in the classroom.