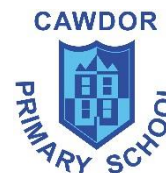


Cawdor Primary School (not ELC)

Mobile Devices Policy

December 2022



This policy provides an overview of the use of mobile phones in school by both staff and pupils. This is based on the guidance and policy templates provided by Highland Council

Pupil Policy (not ELC)

When a child needs to bring a phone into school, they should hand it in to the class teacher who will keep it in a drawer in the classroom. Phones are to be handed in at the start of the school day and can be collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Parents are advised that Cawdor Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be handed to the class teacher for safe-keeping. The pupil may collect the phone at the end of the school day.

If a pupil is found taking photographs or video footage with a mobile phone whilst in school, parents will be contacted about this concern and the child will remove the images from their phone storage and any cloud storage in the presence of a member of staff.

Should parents need to contact pupils (or pupils need to contact their parents), during the school day, this should be done via the usual school procedure of contacting the school office.

Staff Policy (not ELC)

Staff use of mobile phones during their working day should be:

- Only during own breaks
- Discreet and appropriate.

If a member of staff needs to make telephone contact with a parent, they should use a school telephone in the school office or in the Early Learning and Childcare (ELC) store. The exception would be during an excursion where a mobile phone may be used in an emergency.

The default position for taking photographs and recording videos of children is to make use of school cameras/ tablet devices. If a member of staff uses their mobile phone to take photos, these photos should be immediately sent to their school email address and subsequently deleted from their phone and any cloud storage on their device.

Staff should never send to, or accept from, colleagues or pupils: texts, instant messages or images that could be viewed as inappropriate.

Family Members, Visitors and Volunteers in School Policy (not ELC)

Adults in school, or accompanying children on school trips, should only use their mobile phone cameras to take photos of their own children, or at public events such as sports day. If family members accompany children on a school trip are asked by a staff member to take photos, they will be provided with a school device.

Cawdor Primary School

Early Learning and Childcare (ELC) and Out of School Care (OOSC) Mobile Devices Policy

December 2022

CAWDOR



Early Learning and Childcare



This policy provides an overview of the use of mobile phones in school by both staff and pupils. This is based on the guidance and policy templates provided by Highland Council

ELC – Early Learning and Childcare OOSC – Out of School Care

Pupil Policy

When a child needs to bring a phone into the OOSC provision they should hand it in to an adult who will keep it in a drawer/ cabinet in the provision. Phones are to be handed in on arrival at the provision and can be collected when going home. Phones should be clearly marked so that each child knows their own phone.

Parents are advised that Cawdor Primary ELC setting and OOSC provision accepts no liability for the loss or damage to mobile phones which are brought in.

Where a child is found by a member of staff to be using a mobile phone, the phone will be handed in for safe-keeping and the parent will be contacted. The child may collect the phone at the end of their session and the pupil policy will be reiterated with the child and their family.

If a child is found taking photographs or video footage with a mobile phone whilst in the OOSC provision, parents will be contacted about this concern and the child will remove the images in the presence of a member of staff.

Staff Policy (ELC)

Staff use of mobile phones during their working day should be:

- Only during own breaks
- Discreet and appropriate.

Mobile phones should be stored securely away during working hours.

When taking pictures, staff in the ELC setting and the OOSC provision should use the iPads, Chrometabs and cameras that are available. **Staff must not use their mobile phones to take pictures of children in the ELC setting or OOSC provision.**

If a member of staff needs to make telephone contact with a parent, they should use a telephone in the provision.

Staff should never send to, or accept from, colleagues or pupils: texts or images that could be viewed as inappropriate.

Family Members, Visitors and Volunteers in ELC Setting/ OOSC Provision Policy

Adults in school, or accompanying children on trips, should only use their mobile phone cameras to take photos of their own children, or at public events such as sports day. If family members accompany children on a trip are asked by a staff member to take photos, they will be provided with a camera from the ELC setting/ OOSC provision.