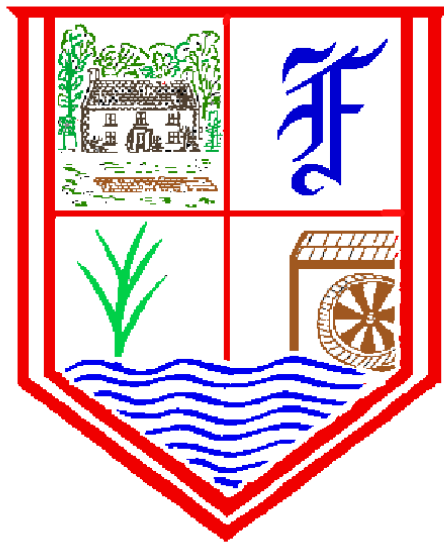


# Fairview Primary School



## Mobile Phone Policy

**Date Ratified: November 2024**  
**Last Review Date: August 2026**  
**To Be Reviewed: August 2028**



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## Introduction and Aims

At Fairview Primary School we recognise that mobile phones, including smart phones, are an important part of everyday life for our senior children, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for children, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## Roles and responsibilities

### Staff

All staff (including teachers, assistants and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The principal, supported by all staff, is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and children accountable for its implementation.



## **Use of mobile phones by staff**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staff room).

In some circumstances, it may be appropriate for staff to use personal mobile phones for work.

Such circumstances may include, but are not limited to:

- Supervising off-site trips
- Supervising residential visits

Class teachers may use their mobile phone to take pictures for use on Seesaw. Pupils should be advised verbally that pictures are being taken for that purpose. Staff should delete photos from their own personal device following uploading to Seesaw or forwarding on to the Social Media Team for the school Facebook page.

Occasionally, staff may be waiting for an important message or call from health professionals or from family members. In this case, school staff should let the Principal know and arrangements will be put in place. Phone calls to parents should be made using the school system. All classrooms now have a line available for such calls.

## **Smart Watches**

A small number of children bring in Smart Watches, such as Apple Watches or Fitbits. These must be put on silent during the school day. As their phones will be off, their watches will not be linked to their phones.

Adults with Smart watches should have them on silent. They can have them on vibrate if that function exists but should not be engaging with them during child contact time in the same way that they would not interact with their phone.

## **Data protection**

Many staff use their mobile phones to access information to support them with their main professional duties. This includes work emails and access to Bromcom. All staff must keep this information secure by, for example, password protection on their own personal phone. All staff must follow General Data Protection Regulations.

## **Safeguarding**

Staff must refrain from giving their personal contact details to parents/carers or children, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or children.

We recognise that some staff may be 'friends' with members of our school community before starting work at Fairview Primary School or have become 'friends' as they live in the same community. If this is the case, staff must ensure that they continue to support the aims and core principles of the school and that all school information is treated with the upmost confidentiality. Staff should follow the Code of Conduct detailed in the Staff Handbook.



## Use of mobile phones by children

Many of our children walk to and from school each day. As a school, we encourage this active travel. Parents of some of these pupils may wish their child to carry a mobile phone in case of an emergency on the journey. Therefore, children in Primary 5-7 may bring their mobile phones into school providing they adhere to the following rules:

- All mobile phones must be switched off before entering the school site
- All mobile phones must be handed in to the class teacher when entering the classroom. The phones will be stored away by the adult for the day
- All mobile phones can be switched back on when off the school site

Mobile phones should not be in the possession of pupils during the school day, with the exception of after school activities when pupils will have collected their phone from their own class teacher and will store this phone in their school bag until dismissal from school following whatever after school activity they have stayed for. Mobile phones should not be switched on until pupils leave the school site.

Should a pupil be found with a mobile phone during the school day, this will be confiscated, and parents will be contacted.

Mobile phones should not be brought to school for school events outside normal school hours e.g. Christmas Concerts, Primary 7 Performance, PTA Discos. All pupils will be collected by an adult at the end of such events. No child should be walking home unaccompanied from such events. Should a situation arise where a P5-7 pupil needs to bring a mobile phone to such an event, a member of staff should be informed.

Community events, such as the Christmas Fair/Trail and Summer Fair, are run by Fairview Primary School but parents/carers have responsibility for pupils on site. Pupils may have a mobile phone in their possession but use should be supervised by the accompanying adult. Any inappropriate usage will lead to a member of school staff asking the pupil to put the phone away or confiscating and returning it to the adult in charge of the child. Pupils will be notified of appropriate usage by their class teacher on the day of the event.



## **Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

Not taking pictures or recordings of children, unless it's a public event such as a Christmas Play. In this case, the picture should only be of their own child

Using any photographs or recordings for personal use only, and not posting on social media without consent

Not using mobile phones in lessons, or when working with children

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their mobile phone to make contact with other parents/carers
- Take photos or recordings of children, their work, or anything else which could identify a child

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out above.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## **Loss, theft or damage**

All children who bring their phones to school must ensure that phones are handed in to the class teacher when entering the building.

Children must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones. Failure by staff to do so could result in data breaches.

**The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while children are travelling to and from school.**

Confiscated phones will be stored securely in the school office or other appropriate location with the understanding that schools that confiscate phones from children become responsible for the phone, and can be held responsible for loss, theft, or damage.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.



## Monitoring and review

Fairview Primary School is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and children
- Feedback from teachers
- Relevant advice from the Department for Education (circular 2024/14)

## Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and child protection policy
- E-Safety policy
- Staff Code of Conduct



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