



## **CREGAGH PRIMARY SCHOOL** **Mobile Phone Policy**

This policy outlines the appropriate use of mobile phones at Cregagh Primary School.

- ✓ We at Cregagh primary School acknowledge that many of our pupils own a mobile phone.
- ✓ Teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages pupils from bringing mobile phones to school.
- ✓ If mobile phones must be brought to school, parents must seek written permission from the Principal. Phones must be switched off and left at reception to be collected at the end of the school day.
- ✓ Exceptions to this would be in an emergency situation and with the express approval of a senior member of staff.
- ✓ Should parents need to leave a message for pupils this should be done through the school office on 02890401246.
- ✓ Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil and handed to a senior member of staff. The phone will be labelled with the pupil's name and may be collected at the end of the school day from the school office by a parent or adult carer.
- ✓ If a pupil is found taking photographs or video footage of another pupil or teacher, this will be regarded as a serious offence and disciplinary action will be taken according to the school's behaviour and Safeguarding policies.
- ✓ If images or recordings of other pupils or teachers have been taken, the images must be removed from the phone by the pupil in the presence of a teacher.
- ✓ Parents are advised that Cregagh primary School accepts no liability for the loss or damage to mobile phones which are brought to school.