



St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.



Policy for: Use of Mobile Phones and Other Electronic Devices in School by Children

Name of School	St. Joseph's Catholic Primary
Policy review Date	Autumn 2023
Date of next Review	Autumn 2024
Who reviewed this policy?	Headteacher

St Joseph's Catholic Primary School recognises that parents may wish their Year 5 and 6 children to have mobile phones for use in cases of emergency. However, mobiles and other devices with cameras or internet access can be used inappropriately and are potentially targets for theft and bullying. The Governing Body has, therefore, adopted the following policy which will be rigorously enforced.

Mobile phones and other electronic devices should not be used on school premises and students should keep them switched off and stored in their school bag.

Pupils must not take, use, share, publish or distribute images of others without their permission.

Students remain responsible for their own property. The School cannot take responsibility for any loss or damage to any electronic devices brought into school.

Students needing to contact family members in an emergency can do so in the School Office. In very unusual circumstances, such as an emergency, students should seek staff permission to use their own phone.

Students who use a mobile on school premises without permission, or during school time, for example while on a school trip, will be required to hand over their phone to a member of staff and parents will be asked to collect it subsequently from the school office.

Examples of unsuitable use of a mobile phone or other electronic device include:

- taking photographs
- making recordings
- placing photographs or recordings on the internet (e.g. on social networking sites) without the permission of those in the photograph
- any activity connected with cyber-bullying (sending texts, Whatsapp etc...)
- gaining access to inappropriate internet sites.

If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff.

We reserve the right to search files on personal electronic devices in cases where there is reasonable suspicion of misuse. The search will be conducted in a proper manner in the presence of another member of staff. Parents will be informed when such a search has taken place and a record of the incident is kept, including the reasons for the search and its outcome. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances. Parents and students should be aware that such incidents are likely to be treated seriously by the courts.

Any failure to comply with the above guidelines may result in disciplinary action (in line with school policy) to be taken up to and including the consideration of permanent exclusion of the student concerned.

Parents should be aware that whilst there are obvious benefits to students having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

Parents/carers will need to request a "Permission for Mobile Phones" form from the school office by emailing office@st-josephs.havering.sch.uk