



Mobile Phone Policy – Pupils

1. Any mobile phone brought into school grounds is solely the responsibility of the owner. The school does not take responsibility for loss or damage.
2. Where a pupil does bring a mobile phone to school, the phone must be switched off at all times within school grounds.
3. Where a school pupil is found to be using a mobile phone for any purpose the phone will be confiscated and can only be collected by a parent from the school office.
4. Under exceptional circumstances, pupils may be given permission by a member of staff to contact parents using their mobile phone.

Mobile Phone Policy – Staff

1. Staff should refrain from using their mobile phones during teaching time.
2. Staff should ask permission via principal or senior teacher to use mobile phones during teaching time under exceptional circumstances.
3. Staff should use a school mobile phone on school trips for emergencies.
4. Staff should not give their personal numbers to parents. On residential trips a school mobile phone number can be given to carers prior to the trip during the information session.