



**St. John's Catholic Primary School
Innage Gardens
Bridgnorth
Shropshire
WV16 4HW**

Mission Statement

Jesus Christ is the centre of St. John's Catholic Primary School.

Inspired by his presence among us:

- 😊 We educate all our children to learn, develop and fulfill their potential.**
- 😊 We aim to provide a secure, loving, family environment.**
- 😊 We value and nurture each person's gifts and talents enabling all to grow in the knowledge and practice of the Catholic Faith.**
- 😊 We seek to accompany each other as we serve our community and journey towards God.**

"I am the vine, you are the branches."

**St John's Catholic Primary School
MOBILE PHONE/CAMERA/VIDEO RECORDER/TABLETS AND OTHER
ELECTRONIC DEVICES USAGE POLICY**

To ensure the safety and welfare of all St John's children in our care we operate this policy which stipulates that personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on the premises or when on outings, unless pre-agreed by a member of the senior management team. We also adhere to the wider school Child Protection policy.

We will ensure;

- All staff mobile phones will be kept safely in the teachers drawer/bag. Visitors, parents', supply teachers, students are all also included in this.
- Parents are not allowed to use their mobile on the school premises. If you find a parent doing this you should inform them of this and refer them to the class teacher, Headteacher or Deputy headteacher.
- Mobile phones will not be used in any classroom when children are on the premises.

- If you have a personal emergency you are free to use the school phone or make a personal call from your mobile in the designated staff area of the setting.
- Staff will need to ensure that the school administrators have up to date contact information and that staff make their families aware of emergency telephone numbers. THIS IS THE RESPONSIBILITY OF THE INDIVIDUAL STAFF MEMBER.
- Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this.
- Photographs and recordings can only be transferred to, and stored on a school computer to be printed.
- All telephone contact with parents will be done on the school phone. All calls to and from that phone should be recorded in the school book. If there is anything confidential that needs recording please see the Headteacher as this will have to be recorded in a separate file.
- During group outings nominated staff will have access to the school mobile, which is to be used for emergency purposes only.

Pupil personal mobiles, cameras ,tablets and other electronic devices

- Pupils have signed the ICT agreement in school regarding safe usage.
- As stated at the "Meet the teacher" days at the beginning of the year we do not expect pupils to bring mobile phones or any other devices into school.
- If parents require their child to bring a phone to school, in exceptional circumstances, they should notify school either by e-mail or letter stating the reason why.
- Pupils should hand the phone in to the office at the beginning of the day. The phone will be handed back to the pupil at the end of the day from the office.

In the school prospectus it states:

Mobile phones should be clearly labelled and handed in to the office at the beginning of the school day. Children are not permitted to have their phones with them in class. School will not take responsibility for pupil's personal items and we would recommend items of value are not brought into school.

MONITORING and REVIEW

It is the responsibility of the all staff to follow this policy. The Senior Leadership Team will carry

out monitoring as part of the whole school monitoring system.

Due to the layout of St John's School site this applies to all areas of the school and all staff will also follow this policy.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.

February 2017

Other Policies

Child Protection

ICT Policy

SCC Schools ICT Security Policy

Policy: November 2012

Reviewed :November 2016