



Carbost and Dunvegan Primary Cluster

MOBILE PHONE POLICY

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

Camera mobile phones

Camera mobile phones are now the norm and a built-in camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and/ or teachers.

Staff Policy

Staff use of mobile phones during their working day should be:

- Only during own breaks
- Discreet and appropriate (eg: not in the presence of pupils)

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are stolen or lost.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephone in the office. (*with the exception of school closures or power faults*)

Staff should never send to, or accept from colleagues or pupils, texts or images that could be viewed as inappropriate.

Staff should NOT use their mobile phone to take photos of pupils. Staff should make use of school phones and tablet devices to take photographs.

Parents, visitors or volunteers in school policy

Adults either in school or accompanying children on school trips should only use their mobile phone cameras to take photos of their own children or at public events, such as the summer fete or sports day.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office/ staff-room. If parents who accompany children on a school trip are asked by the teacher to take photos, they will be provided with a school camera or phone.

Pupil policy

Carbost and Dunvegan Primary Schools discourage pupils from bringing mobile phones to school. When a parent requires their child to bring a phone into school, for example when walking to/from school or attending after school activities, they must hand it in to the class teacher who will keep it in a safe place in the classroom. It must be handed in at the start of the school day and can be collected at the end of the day. Phones should be clearly marked so that pupils know their own phone. Should a phone be discovered on a pupil's person, parents will be notified, and it will be kept in the school office until it is collected by a parent only.

Parents are advised that Carbost and Dunvegan Primary Schools accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

If a pupil is found taking photographs or video footage with a mobile phone whilst in school, this will be regarded as a serious offence. Parents will be contacted about this concern and the child will need to remove the images in the presence of a member of staff.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents talk to their children about the appropriate use of text messages as they can be used to bully pupils.

Should parents need to contact pupils (or pupils need to contact their parents), during the school day, this should be done via the usual school procedure of contacting the school office or via email.

Policy written in August 2025 by Sam Muir, Head Teacher