## BELFAST EDUCATION AND LIBRARY BOARD

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***Principal: S Cumper***

***info@hardingmemorial.belfast.ni.sch.uk***

***Harding Memorial Primary School***

***105 Cregagh Road***

# Belfast BT6 8PZ

# Telephone: 028 90458040

# Fax: 028 90460917

**Policy On The Use Of Mobile Phones By Pupils At Harding Memorial Primary School**

* While we fully acknowledge a parent’s right to allow their child to bring a mobile phone to school, Harding Memorial Primary School discourages pupils from bringing mobile phones to school.
* If pupils bring mobile phones to school, the phones must remain switched off while pupils are in class, the school building and the school grounds.
* Exceptions to this would be in an **emergency situation (Exceptional Pastoral Care Circumstances)** and with the express approval of the Principal or where a written request has been received from the parent/carer.
* Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office & Mrs Shannon.
* Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil, handed to Mr Cumper who will record the name of the child and attach to the phone. The mobile phone will be stored by Mr Cumper. The pupil may collect the phone from the School Office at the end of the school day.
* If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school’s Discipline Policy.
* If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher.
* Parents are advised that Harding Memorial Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.
* Please talk to your child about who is entitled to use his/her mobile number, as text messages are often used to bully pupils.

This “Mobile Phone” policy is intended to support the school’s Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. I*t will be formally endorsed by the Board of Governors* and will be monitored, reviewed and amended as required.

* **In addition the school strongly discourages any electronic media e.g I Pod, USB Media Player, DS being brought into school unless this is part of an “agreed show & tell lesson”**