



Roseburn Primary School

# Mobile Phone Policy

Created: August 2025

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Effective Date: August 2024

### **1. Purpose**

The purpose of this policy is to provide clear guidelines on the appropriate use of mobile phones within Roseburn Primary School. This policy aims to maintain a safe, focused learning environment while encouraging responsible digital habits among pupils.

### **2. Scope**

This policy applies to all pupils, staff, and visitors within the school premises, including classrooms, playgrounds, and school trips.

### **3. Pupil Mobile Phone Usage**

Pupils are encouraged to leave mobile phones at home.

If pupils bring a mobile phone, it should be switched off before entering the playground. It must remain switched off and stored securely in the teacher lock box during school hours, including break and lunch times. It must not be switched on until outside the school gates unless permission is given by staff.

Mobile phones must not be used during the school day.

Unauthorised use of mobile phones may result in confiscation, with retrieval allowed only at the end of the school day.

Pupils are not permitted to take photos, videos, or record audio within the school premises without prior approval.

#### **4. Staff Mobile Phone Usage**

Staff should only use mobile phones for work-related purposes during school hours.

Personal phone use should be kept to a minimum and should not take place in front of pupils.

Phones should not be used for personal social media activity during teaching hours.

#### **5. Parent & Visitor Mobile Phone Usage**

Parents and visitors are expected to keep mobile phones on silent while in the school building or working with children.

Filming or photography within the school premises is not permitted without prior authorisation from school administration.

#### **6. Safeguarding & Cybersecurity**

Pupils must adhere to the school's acceptable use policy regarding digital devices.

Any inappropriate use of mobile phones, including bullying, harassment, or accessing inappropriate content, will result in disciplinary action.

#### **7. Consequences for Policy Violation**

First Offense: Verbal warning

Second Offense: Temporary confiscation (returned at the end of the day)

Repeated Violations: Parent meeting and possible further disciplinary action

#### **8. Review & Updates**

This policy will be reviewed annually to ensure it remains relevant and effective.