

## MOBILE PHONE POLICY

### Introduction

In Salford Arabic School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

### Use of mobile phones

#### Pupils:

- Pupils are not permitted to have mobile phones at school or on trips.
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school: the parent must put their request in writing to the Principal
- the phone must be handed in , switched off, to the office first thing in the morning and collected from the office by the child at home time( the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

#### Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time.
- Use of phones must be limited to non-contact time when no children are present and phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/ texts must be made/ received in private during non-contact time.
- Phones will never be used to take photographs of children or to store their personal data.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.