



Principal: Mr P Monks BEd DASE PQH(NI)

Safeguarding and Child Protection

Code of Conduct regarding the Use of Mobile Phones

This Code of Conduct applies to everyone within our school community.

- 1 Children who bring mobile phones into school must leave them with the Principal between 8.45am and 2.50pm. They must not be left in schoolbags. These are brought into school at the owner's own risk.
- 2 Children must not bring mobile phones on single day or residential educational visits.
- 3 Parents and visitors must not use mobile phones within the school building.
- 4 In an emergency staff and other adults can be contacted via the school landline – 028 90 401211.
- 5 Please pay attention to the mobile phones signage that is clearly on view throughout the school.
- 6 All teaching and non-teaching staff may use mobile phones in their rooms/offices **only** at the following times:
 - before 8.45am when there are not any children in the classrooms
 - during the staff member's break and lunch times (if no children are in the room)
 - after 2.50pm (again, if there are no children in the room)
- 7 Under normal circumstances, mobile phones belonging to staff should not be in view of the children.
- 8 In an emergency situation, in order to receive an important call or text, a member of staff may ask the Principal if a mobile phone can be kept on his/her desk.
- 9 There are a number of designated areas where members of staff may be able to use mobile phones in private. These areas have been clearly signed.
- 10 With permission from the Principal, some people completing maintenance work may use mobile phones. This may include those completing work in relation to the C2k managed computer service.
- 11 It is very important that substitute teachers and all visitors are aware of these arrangements regarding the use of mobile phones.
- 12 Please note that this 'Code of Conduct' is part of the school's wider 'e-Safety Policy'.

Board of Governors

Lisnasharragh Primary School

Date of Meeting - 21 February 2017