



Regent House School  
Preparatory Department

## **Mobile Phone Policy**

*'Achieving excellence together'*

# Mobile Phone Policy

## Introduction

The use of mobile phones at Regent House Preparatory Department follows the guidance and direction given by Education Support for Northern Ireland which takes recommendations from the EA.

## Definitions

For the purpose of this policy, "mobile phone", refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

## Guidance

- While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, Regent House Preparatory Department 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 and with the express approval of a senior member of school staff 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.
- 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 a member of staff who will record the name of the child and attach to the phone. The mobile phone will be stored by that teacher. The pupil may collect the phone 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 Pastoral Care Procedures.
- 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 Regent House Preparatory Department 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 policy supports the school's Health and Safety, Anti-bullying, Child Protection and Internet Acceptable Use policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.