

Owner	Principal
Date Updated	September 2015
Review Date	September 2017
Audience	All



Mobile Phone Policy

Mobile Phone Policy

The following rules apply for the use of personal mobile phones;

- Children are **not** permitted to bring mobile phones to school.
- If a phone is brought to school it is to be locked in a secure box in their classroom as soon as they enter the building. They can collect it at the end of the school day.
- Parents/Carers are **not** permitted to use mobile phones in the academy building and should ensure that mobile phones are turned off or on silent at all times in the building. They should be kept in a pocket or bag and not be on display at any time.
- The academy accepts that employees will bring their mobile phones to work.
- As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break times)
- Staff should ensure that mobile phones are turned off or on silent at all times while on academy premises. They should be handed in to the main office on arrival (if you do not have access to a locker) and kept in a locker and not left on display.
- In the event that an employee has a particular reason for a specified period of time, they may request via the Senior Leadership Team that they leave their phone on during working hours.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- Mobile phones should not be used in a space where children are present (e.g. Classroom, playground).
- All visitors are asked to turn off their mobile phones or place on silent and keep them in a bag or pocket for the duration of their visit. If a call must be taken visitors are asked to leave the areas populated by children to take calls.