

Mobile Phone Policy

January 2022

Personal mobile devices - staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their devices on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of devices (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Staff are not permitted to take photos or recordings or use any recording software with their personal devices.
- Devices connected to the internet are subject to the same web filtering as any other devices.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Principal and office staff aware of this so messages can be relayed promptly.
- Staff should report any usage of mobile devices that causes them concern to the Principal.
- All staff must password protect their mobile device

Personal mobile devices - Visitors

- Visitors are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Visitors should have their devices on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of devices (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- Visitors are not permitted to take photos or recordings or use any recording software with their personal devices.
- Devices connected to the internet are subject to the same web filtering as any other devices.
- Should there be exceptional circumstances (e.g. acutely sick relative), then visitors should make the Principal and office staff aware of this so messages can be relayed promptly.
- Visitors should report any usage of mobile devices that causes them concern to the Principal.
- All visitors must password protect their mobile device

Personal mobile devices - pupils

- Pupils to only have phones/Smart Watches when permission is granted from the school and parents
- Pupils to give/collect phones/Smart Watches into/from school office at the beginning/end of school
- Phones/Smart Watches to be switched off during the school day
- Emergency Contact to be made through the school office
- Children are not permitted to take photos or recordings or use any recording software with their personal devices.
- Devices connected to the internet are subject to the same web filtering as any other devices.

Written January 2022

Review

Summer 2023

Principal L Davis

Chair of Governors M Weller

Davis
M Weller

Signed

Signed