



MOBILE PHONE POLICY

The following rules apply for the use of personal mobile phones and smart devices:

- Children are **not** permitted to bring mobile phones or smart devices to school for use on the premises. Year 5 and 6 children who walk to and from school alone are able to bring their phones to school and hand them into the office, as per the agreement which is signed by pupils and parents.
- The school accepts that employees and visitors 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 – but not if on duty).
- Staff and visitors should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display. Notifications on smart watches need to be turned off.
- In the event that an employee has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.
- Staff and visitors 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)
- Any individual bringing a phone onto the school site must ensure that it contains no inappropriate or illegal content.
- Any concerns should be reported to the Headteacher.

I the undersigned agree to the above mobile phone policy

Signed:

Name Printed:

Date: