



Acceptable Use of Mobile Phone Policy

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

- Children are **only** permitted to bring mobile phones to school if they are in Years 5 and 6 and have been given written permission by their parent/carer and school to walk home alone.
- If children do bring mobile phones into school, they must hand their phone into the school office every morning and collect them at the end of the school day. Children are not allowed to keep mobile phones on their person or in their belongings during the school day. Any child who is found to be breaking the rules may lose the right to bring their phone into school.
- Parents/carers are expected to sign an agreement with school if they wish their child to bring their phone in to school.
- School does not accept responsibility for any loss or damage to phones whilst on school premises.
- The school accepts that employees will bring their mobile phones to work.
- Staff are not permitted to make/receive calls/texts during work time (excluding break times). In the event of an emergency, the school office should be rung and a member of office staff will inform you.

- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be securely kept in a locker or bag and not be left on display.
- 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 (eg. Classroom, playground).

Date: September 2019

Next Review: September 2020 (as part of the Child Protection and Safeguarding Policy)