



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

MOBILE PHONE POLICY

All confidential reports and minutes are stored online on a register. The file is password protected. Hard copies are stored in a locked cabinet in the Head's office.

Staff use of Mobile phones and cameras.

This policy and these procedures apply to all the staff within the School, ie, the Early Years Foundation Stage, Key Stage 1 and Key Stage 2.

Seaton House School acknowledges that mobile phones can be a useful aid to communication within the setting, especially for those without a landline and during outings. This is usually the only means of contact available and can be helpful in making sure the children are kept safe.

Use of Staff Personal Mobile phones:

- Personal mobile phones are not permitted to be used to take photographs or recordings of children within the school at any time unless *special permission* is granted by the Headmistress. For example, should an occasion arise where there is no other option (for example, it was not thought a camera would be needed or a camera is damaged or forgotten) but to use their own device to take pictures, staff must download the photos they have of children, onto a school computer at the first opportunity. They should immediately delete these images from their device. School cameras and the school mobile phone should be used as the norm at all times to take photos.
- Personal mobile phones are not to be used by staff in any classroom when children are present without the express permission of the Headmistress or Head of Early Years (for Early Years team). No personal devices should be visible to pupils during the school hours of 8.00am until 3.30pm UNLESS the device is the only option to provide teaching aids to the lesson (i.e. music from an iPod or an app to assist with the strategy and gameplay for a P.E lesson.) Staff who supervise or teach children after 3.30pm should not use their mobile devices or phones.
- If you are anxious about the storage of your mobile phone, then it can be kept securely in the school office for you.
- Staff are responsible for their own personal belongings and it is their responsibility to ensure that it is security marked, password protected and insured. No liability for loss can be undertaken by the setting.
- Mobile phones may be used in staff breaks in the areas designated by the school. All calls for staff, including emergency telephone calls, during working hours, should be taken through the office. Texts and private calls can only be checked or made in areas that are off limits for pupils (i.e. staff cabin, Head's office or the kitchens) and this should be done during staff breaks or non-contact time.
- Parents, visitors and contractors – who volunteer or work in the school during school hours – may only use mobile phones in the designated areas:- outside the main school front door, in the staff cabin, or in the upstairs office.

- **No mobile phone can be used for the purpose of taking photographs or videos on this site unless prior permission has been granted by the Headmistress.**
- Staff should not contact parents or children using their personal mobile phone unless in the event of an emergency.
- Children are not permitted to carry mobile phones in school under any circumstance. If a situation arises whereby it is necessary for a child to bring a mobile phone in to school as is the case for Form VI girls, then the phone will be kept securely in the FVI. Parents are required to apply in writing for their daughter to have permission to keep a mobile phone at school. See Appendix A
- It is a requirement of this school that no mobile phone should be brought onto the premises with inappropriate or illegal content.
- Staff school email addresses (ie: ...@seatonhouse.sutton.sch.uk) may be access on mobile phones if said phone is either password or fingerprint protected. Staff must ensure that school related emails are treated as private and confidential at all times.

REVIEW

This policy will be reviewed every year.

Reviewed April 2018

Judy Evans

Chair of Governors

Debbie Morrison

Headmistress

I have read and understood the policy and guidance:

Use of Mobile Phones and Cameras

I agree to uphold the policy and follow the guidance:

Name: (please print)

Position:

Date:

Signed:

Please retain the policy for your file and hand in this signed sheet to:

All staff working with Early Years: - the Head of Early Years

All other staff: - the Headmistress.

APPENDIX A

Dear FVI Parents

Mobile phones in school

In Form VI many girls begin to make their own journey to and from school. Naturally parents worry about their children when they begin to do this and therefore many wish to allow their children to carry mobile phones for emergency use. I am happy for girls to bring mobile phones to school on the understanding that parents assume responsibility for any loss or breakage - the school cannot be liable for this. Therefore please sign the slip below and send it into school if your daughter is bringing a mobile phone to school. Any mobile phones brought into school without a form will be confiscated and returned to parents at the end of the school day.

Mobile phones must be handed in to the Form Teacher at the beginning of the day and then collected at the end of the day. No girl is allowed to carry a mobile phone during the day.

Yours sincerely

Mrs Debbie Morrison
Headmistress

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Mobile phones

Daughter's nameForm VI

I would like my daughter to bring a mobile phone to school. I understand that the School cannot be liable for any loss or breakage.

Signature Name