



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Mobile Phone Policy

Date Reviewed: October 2020
Next Review Date: Autumn 2021
Reviewed by: Head and SLT

Staff use of Mobile phones and cameras.

This policy and procedures apply to the whole school including the Early Years Foundations Stage and are relevant to all staff and volunteers within the School.

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 Headteacher.
- Personal mobile phones are not to be used by staff in any classroom when children are present. In Early Years and Form I all mobile phones will be kept locked away in either the staff room or office. No personal devices should be visible to pupils during the school hours of 8.00am until 3.30pm. 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 upstairs office in JH; in the Early Years' Centre, the staff room is the designated area) and this should be done during staff breaks or non-contact time. Mobile phones should not be used in any other area of the school.
- 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.
- Staff should not contact parents or children using their personal mobile phone unless in the event of an emergency. School mobiles should be used for all off-site visits or sporting fixtures. For residential visits staff may take personal mobile phones for use in an emergency or contacting school where there is or limited access to other phones. **Personal mobiles should never be used to photograph children.**

- 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 office. 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 (i.e: ...@seatonhouse.sutton.sch.uk) may be accessed 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 October 2020

Ruth Darvill
Headteacher



I have read and understood the policy and guidance:

Use of Mobile Phones and Personal Devices

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: - Head of Early Years

All other staff: - the Headteacher.



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 School Office 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 Ruth Darvill
Headteacher

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Mobile phones

Daughter's name:Form 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