

**Roe Green Infant & Strathcona School**  
**Policy for the use of Mobile Phones,**  
**Cameras and Mobile Technologies**

**Personal Mobiles: Staff/Parents**

- No staff member may use a mobile phone in classrooms during pupil contact time, (except in the case of a Lockdown, **please refer to Lockdown Policy**).
- Staff may only use mobile phones in offices or staffrooms during school time unless (essential or emergency use, **please refer to Lockdown Policy**).
- Parents or visitors to the site may only take photographs or moving pictures with the permission of the Governing Body through the Headteacher.
- Parents may photograph or video their children on special occasions, such as sports days, special assemblies and concerts.
- Parents' Photographs or videos must not be uploaded to social networking websites (e.g. Facebook, YouTube, Instagram etc.)  
If the photos contain children other than their own, they should not be passed on to other parties.

**Personal Mobiles: Pupils**

- In certain circumstances, Upper KS2 pupils (Year 5/6), can bring personal mobile phones into school, if they walk to and from school without adult supervision.
- A permission slip must be signed by the parent and the phone must be left in the school office by the pupil at the start of the day and collected at the end of the day.
- Phones should be clearly marked so that each pupil knows their own phone.
- If a pupil is found to be using a mobile phone, the phone will be confiscated from the pupil and the parent will then have to collect the phone from the school office.
- Parents are advised that Roe Green Strathcona accepts no liability for the loss or damage to mobile phones which are brought into school.
- The Governing Body will review this policy annually to take account of any newly introduced technologies and their implications.

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