



# OXFORD HOUSE SCHOOL

## Mobile Phones and other Electronic Devices Policy

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### Mobile Phone Policy

As most devices are multi-purpose, this policy applies not only to mobile phones, but also to any other electronic device capable of playing or recording music or video clips or capable of taking photos.

#### **Staff**

In order to ensure the safety of our pupils the school does **not** allow staff to bring mobile phones into the classroom or playground areas during the school day. The school will allow mobile phones on the premises only in the lockers provided in the staffroom. Personal mobile phones are not permissible in any other area when children are on site. There is a school mobile available for use by staff when on duty away from the school premises

In an emergency staff may be contacted via the school office whereby any messages will be passed to the relevant member of staff as soon as possible.

#### **Pupils**

Children are only permitted to bring mobile phones to school should they be using public transport/ walking home alone, then they are required to hand them in to their Form Teacher before 9:00am, collecting them again at the end of the school day.

Should parents urgently need to contact their child during the school day they may ring the school office. Pupils are expected not to be in possession of mobile phones on the school premises.

#### **Visitors**

Visitors should not use mobile phones in areas where children are present. Whilst we recognise that there are times when visitors or contractors on the school site need to use their phones this should be in areas not frequented by children, at the discretion of the Headteacher.

#### **Parents/Carers**

The use of mobile phones by parents/carers on school premises is not permitted.

#### **Appendices**

This policy should be read in conjunction with the  
Acceptable use of ICT, Mobile Devices and Social Networking Sites by Staff Policy  
Pupils' ICT Policy (Including Acceptable use of ICT)  
E Safety Policy  
Code of Conduct and Acceptable Use Policy (Cognita)

**Reviewed: February 2017 by Kelly Shine/ Cognita updates checked**

**Next Review: February 2018 or sooner if deemed necessary/ in line with Cognita updates**

