



# Alexandra School

Alexandra School  
Alexandra Road  
Kingston upon Thames  
Surrey KT2 6SE

tel: 020 8546 7176  
fax: 020 8549 8040  
Email: [office@AXI.rbksch.org](mailto:office@AXI.rbksch.org)  
[www.alexandra.kingston.sch.uk](http://www.alexandra.kingston.sch.uk)

## **Personal Mobile Device Policy**

Approved and adopted by the Governing Body on 18 January 2018

# PERSONAL MOBILE DEVICE POLICY

## **1. Introduction**

At Alexandra School the welfare and well-being of children is paramount. This policy on the use of personal mobile devices in school has been drawn up both in the best interests of child safety and for the protection of our staff and to inform all members of our school community about the appropriate use of personal mobile devices in our school.

## **2. Use of personal mobile devices by children**

Children are not permitted to have mobile phones or other mobile devices at school or on trips. Personal mobile devices brought to school will be checked into the school office for safe keeping and must be collected by a parent or carer.

There are no reasons why a child needs to have in their possession or use a personal mobile device during the school day.

Parents are reminded that in cases of emergency the school office is the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## **3. Use of personal mobile devices by staff**

Subject to the exceptional circumstances set out below, all staff must have their phones on 'silent' or switched off during class time. Use of phones is limited to non-contact time/ lunchtime when no children are present and staff seen using a personal mobile phone or other device in front of children will be challenged

Mobile phones must be kept out of sight (eg. in a drawer, handbag or staff cupboard) when staff are with children.

Personal mobile devices will never be used to take photographs of children or to store their personal data.

## **4. Exceptional Circumstances**

On school journeys and trips staff may use personal mobile phones to keep in touch with each other and with the school and in an emergency situation.

## **5. Parents and other visitors**

We request that parents do not use mobile phones or other devices to take photographs in the school building or grounds, unless permitted on special events such as Sports Days/sports events/school productions with the head teacher's permission. Parents should not place images of other people's children taken at school on social media sites without permission from the parents involved.

## **6. Review**

This policy will be reviewed annually.

**Next review due January 2019.**