



The Bishops' C of E Learning Academy

Mobile Phone Policy for Staff

1. Mobile phones should be kept out of sight i.e. in bags during lesson times and during meeting times. During these times phones should either be switched off or switched to silent.
2. Staff are not permitted to use their mobile phones (e.g. internet, texting, calls) when children are present or in public areas such as the corridor, hall.
3. If staff choose to use their mobile phones in the staff room, they should be mindful and respectful of colleagues.
4. Under no circumstances should staff ever take photographs or film on their mobile phone.
5. If staff wish to use their mobile phone during the school day, it should be before school, after school or during break times.
6. In exceptional circumstances staff may seek permission to have their phone on from a member of the Senior Leadership Team or alternatively calls should be come in via the School's landline.