



"Together we learn"

Mobile Phone & Social Media Policy

PROTOCOL FOR THE USE OF MOBILE PHONES

The following protocols should be followed by all staff members using mobile phones.

- Incoming calls should only be taken once the children have left school and inside coffee and lunch breaks with the exception of emergencies.
- Outgoing calls should only be made by staff, once the children have left school and inside coffee and lunch breaks.
- In emergency situations, staff must inform the Principal of the need to make or receive a call and seek permission to do so. These calls will be kept as brief as possible.
- Text messages should only be received and sent once the children have left school and inside coffee and lunch breaks.
- Mobile phones must never be used to take photographs of children anywhere on school property under any circumstances.
- The staff will take their own mobile phones along with the school's mobile phone on school trips. Each staff member has their colleagues' telephone numbers, school telephone numbers etc stored on their phone.

The following protocols should be followed by parents/carers/daycare staff when in the building

- Parents and carers are asked to take note of the highly visible notices placed around the school building and refrain from using their mobile phones for any purpose within the school building.
- Parents/carers' mobile phones must never be used to take photographs of children anywhere on school property except during special events and then only with the expressed permission of the Principal. **Parents will only be permitted to take photographs of their own children on these occasions.** Parents must not take pictures of children from other families.
- Photographs taken on school premises or at school events **MUST NEVER BE PLACED ON ANY SOCIAL MEDIA SITE.**
- Parents must never record videos of their children in school or at school events.