

Thomas Gray Primary

**MOBILE PHONE AND SOCIAL NETWORKING POLICY**

We believe our staff should be completely attentive during their hours of working, to ensure all children in the school receive good quality care and education. This is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The school has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Mobile phones must not be used unless on a designated break and then this must be away from the children.

School mobile phones are available to take on school trips. If for any reason there isn't one available due to a number of trips in one day, staff may take their own but it must only be used in an emergency.

Mobile phones should be stored safely in staff lockers at all times during the hours of your working day.

We request that parents do not use mobile phones whilst in school.

Staff are not to use mobile phones to take photographs.

Staff must not post anything onto social networking sites such as 'Facebook' that could bring the school into disrepute.

Staff must not post anything onto social networking sites that could offend any other members of staff or parent using the school.

If any of the above points are found to be happening then the member of staff involved may face disciplinary action, which could result in dismissal.

If staff take children's files out of the school, they must sign it out.

Signed: AP. Taylor Date: 26/11/15

Chair of Governors

Signed: R. P. [Signature] Date: 26/11/15

Headteacher

Date to be reviewed: Autumn  
2018