



**'Proudly and Joyfully, we Love, Live and Learn as God's Children'**

# **St Mark's Camera and Mobile Phone policy**

## **Acceptable Use of Mobile Phones & Camera Policy**

### **COVID-19 Annex**

Throughout the COVID-19 Pandemic, where a number of pupils and staff may be working from home, slight adjustments have been made to this policy. With COVID-19 we are all learning to work in different ways in order to safeguard and protect our pupils, families and staff. As staff will be making well-being calls to parents regularly during times of self-isolation, national lockdowns and where class 'bubbles' close, it is necessary to make some adjustments to the mobile phone section of the policy throughout this time.

### **Mobile Phones**

- St Mark's Catholic School allows staff to bring in personal mobile telephones for their own use.
- Users bringing personal mobile telephones into St Mark's Catholic School must ensure there is no inappropriate or illegal content on the device.
- All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in a secure location at all times.
- **Personal mobile phone calls** may only be taken during staff breaks or in staff members' own time.
- Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- **Parents may be contacted using the staff members own mobile phone device in situations where they are working from home or where the school office phone is already in use. In these situations, staff members must withhold their numbers. Advice on how to do this is given to all staff prior to them making calls.**
- **School staff can also be contacted via J2Message on BGFL or by emailing the school office on [enquiry@stmarkrc.bham.sch.uk](mailto:enquiry@stmarkrc.bham.sch.uk)**
- All parent helpers will be requested to place their bag containing their phone in a secure location.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher/Deputy Head Teacher
- Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.