



Glenmere has strict rules about staff and visitors using their mobile phones in school. All staff and visitors should adhere to the following information. Any questions should be referred to the headteacher.

General rules

- Phones must be kept on silent.
- Anyone using phones in school, such as for lessons, should inform the headteacher.
- Staff and visitors are asked to ensure there is no **inappropriate or illegal content** on their personal devices.
- Staff should never send **inappropriate messages** to any member of the school community.
- Phones should **not cause a disruption** to pupils' learning.
- Phones should only be used for **professional purposes**.
- **Internet usage is monitored** – do not search for, view, download, upload or transmit any inappropriate material.



Photography

- If personal devices are used to **take photographs or videos of pupils** the **headteacher** must be informed. The images must be then shown to the headteacher or office staff and removed from the device in front of them and then the record signed.
- Photographs and videos **should not** be taken from the school's system and **stored on personal devices**.



The school implements the above rules to ensure its pupils are safeguarded and that their education is not interrupted.