

Please help to keep our pupils' safe



ONLINE SAFETY CONTACTS

For further information and guidance around our Online Safety policy, please download a copy of our policy from the website or contact the school office who will be able to provide you with a copy.

NAOMI BOULTER
Online Safety Coordinator

NATALIE EDMEADES
Subject Leader for Computing

MICHAEL MALONEY
Resource Manager

NIKKI WRIGHT
Online Safety Governors

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MOBILE PHONE INFORMATION



VISITORS AND PARENTS DEVICES

Visitors and parents are permitted to bring mobile phones into Carlton Digby School with the following conditions:

- *They are switched off or put onto silent*
- *They must not be in use around students, unless permission has been given by the Head Teacher (e.g. school shows)*
- *They must not be used to take photos or videos of students or staff, unless permission has been given by the Head Teacher (e.g. school shows)*

**For further information and guidance, please see:
The School Online Safety Policy**

STAFF DEVICES

(including supply staff, volunteers and students on placement)

- Should be switched off or put onto silent and must not be on the person during lesson time, unless permission of the Head Teacher has been sought (e.g. for a family emergency)
- Should be stored securely away from the classroom
- Can be used in staff areas at breaks and lunchtimes
- Must not be used to take images of students or other staff
- Should be password protected

PUPIL DEVICES

Pupils are not allowed to bring mobile phones into school.

- They will be handed to a designated member of staff and stored securely until the end of the day (must be easily identifiable)
- Use of the device for taking photos (including on school transport) is forbidden
- Pupils are not permitted to use social media while in school
- If a device is required for a lesson, it will be provided by school (e.g. calculator for maths or a messaging app for ICT)