École Montessori Casablanca

Use of mobile phones and camera's Policy

2026/2027

Nourishing the Human Potential

Use of mobile phones and camera's Policy

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and adults from the unacceptable use of mobile phones and cameras in the school environment.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used for any personal matters on the premises during working hours, except on their breaks.
- In the event of an emergency, personal mobile phones may be used with permission from the manager.
- Members of staff ensure that the telephone number of the school is known to immediate family and other people who need to contact them in an emergency.
- Members of staff can use their personal mobile phones for taking photographs of the children, yet are not allowed to use or share these photographs with anyone but the school.
- Where photographs are taken on the staff's personal phone, these photos are deleted from their phones within 48 hours or as soon as they have been shared with the school.
- Parents and visitors must not to use their mobile phones whilst on the premises unless it is an emergency. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the school, unless specifically requested by the administration.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for school marketing purposes.
- Camera and video use is monitored by the administration.
- Photographs and recordings of children are only taken of children if there is written permission to do so.