

# Swiss Gardens Primary School

## Acceptable Use of Mobile Devices and Cameras



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Completed by: Claire Older

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This report was created by the school's Inclusion Manager with the SEND Governor in liaison with the school's Leadership Team, all staff and with a small working party of parents/carers of children with SEN.

The school's Inclusion Manager is Mrs Claire Older. The SEND Governors are Jo Taylor, Kingsley Wildman, Matt Walsh and Russell Ogden.

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone and cameras around children

## **1. Aim**

Our aim is to have a clear policy on the acceptable use of mobile devices (including phones and iPads) and cameras that is understood and adhered to by all parties concerned without exception.

We welcome the use of mobile devices and cameras for educational purposes, the convenience they offer and recognise that learning to use digital technology is an important part of the ICT and wider curriculum. Equally we have to ensure the safeguarding needs of the children are met and staff, parents and volunteers are not distracted from their care of children through the use of such devices.

## **2. Guidance on use of mobile devices by teaching staff including those in the EYFS**

The following points apply to all staff and volunteers at Swiss Gardens Primary School including those who teach in the Early Years Foundation Stage and relate to the use of all mobile devices to ensure the quality of supervision and care of the children, as well as the safeguarding of pupils, staff, parents and volunteers in the school.

- Personal mobiles phones/cameras/iPads (including for instant messaging, internet use or social networking services) must not be used or on display (switched off or silent mode) during the school day in any public area or the presence of children. They may be used in the staff room when staff are away from the children and are on a break.
- Staff must ensure their mobile devices have no inappropriate or illegal content stored on the device.
- Staff should not use their personal mobile devices to contact or photograph pupils or their families within or outside the school.
- Should any member of staff become aware of inappropriate or non-essential use of a mobile phone, this should be reported to a member of the SLT, and may be subject to disciplinary action.
- Staff should remind parents regularly of school policy with regard to mobile device use with the following statement, when announcing events, on programmes for events:

*“You may photograph your child at this event providing the images are for personal use only (e.g. a family album). Please be aware these images (which may include other children) must not be shared on social networking sites or other web-based forums. “*

- All volunteers and students who work within our school will be made aware of this policy and will adhere to the policy.

### **3. Appropriate use of Mobile Devices and cameras during the school day**

- Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development.
- Children are photographed during the school day using school cameras.
- Only school owned cameras should be used in conjunction with school owned memory cards.
- Personal memory cards should never be put into school cameras, and school memory cards should never be put in to personal cameras.
- School camera memory cards should be downloaded on to school computers only.

#### **Trips**

- Mobile phones have a place on outings or in school buildings which do not have access to a school landline.
- The leader of the trip should ensure all participants (including parents and or volunteers in the activity are aware of this policy, and ensure that they do not have their personal mobile phones with them during the trip.
- When leaving the school building with children (e.g. for sport or on school trips), the school mobile phones must be switched on and turned to loud to ensure that staff can be contacted by the school.
- School mobile phones will be signed out at Reception ensuring that the school office know which number to call for each member of staff attending the school trip. A list of contact telephone numbers for all children should be with the leader of the off-site activity (although these must be kept confidential).
- School cameras only should be taken on trips in order to photograph and film.
- If staff wish to take school cameras off the premises they should ask permission of the Head Teacher or other SLT member if the Head is not in school.

#### **Parental use of mobile phones/cameras within the school buildings**

- While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.
- We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.
- We allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.
- Parents are reminded verbally at the start of any event and in writing – on invitations, reminders and programmes.

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