



Policy for
Acceptable use of mobile devices,
including cameras and mobile
phones

March 2018

1. Introduction

At Bury Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile devices, including phones, cameras, laptops and tablets in school, and whilst working with children, has been drawn up in the best interests of pupil safety and staff professionalism.

2. School Ethos

The school staff, governors, parents and most importantly, children, work together to create a caring and friendly atmosphere. We believe that this active partnership is vital to the life and work of the school. We are a school where we are all learning and it is safe to make mistakes and take controlled risks. Mistakes are forgiven, and seen as opportunities for improvement. This positive approach to school life spans all areas of the curriculum and all school activities.

3. Aims of the school

The broad aims of the school are:

- To enable the child to realise his/her potential through the acquisition and development of the necessary skills, concepts and knowledge;
- To foster the intellectual, physical, aesthetic, spiritual, emotional, moral and social development of each child;
- To provide an ordered, stimulating environment, which is meaningful in the context of children's experience;
- To foster kindness and understanding between children and their peers in relation to differences of any kind – cultural, physical or intellectual;
- To enrich experiences with the variety of culture, linguistic and social backgrounds within our school and its neighbouring community;
- To foster good manners, self-discipline and awareness of the needs of others.

4. Aims of the Policy

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 devices around children.

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

5. Mobile Phones

- 5.1. Bury Primary School allows staff to bring in personal mobile telephones and devices for their own use. Only in exceptional circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device. If possible this should be cleared with the Headteacher.
- 5.2. All users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- 5.3. All staff must ensure that their mobile telephones/devices are left inside a secure place throughout contact time with children. Staff bags can be placed in a secure place within the staff room unless requested by the Headteacher to move them to another appropriate location.
- 5.4. Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- 5.5. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in an appropriate place.
- 5.6. If any staff member has a family emergency or similar and wish to keep their mobile phone to hand, prior permission must be sought from the Headteacher.
- 5.7. Staff will need to ensure that the Headteacher 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.

- 5.8. It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.
- 5.9. Concerns will be taken seriously, logged and investigated appropriately (see Safeguarding Policy).
- 5.10. Mobile phones must not be used by staff to take photographs of children.
- 5.11. Mobile phones must not be used to take photographs of children by parents in school or on school visits.
- 5.12. The Headteacher reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it. In the absence of the Headteacher the Deputy Headteacher will assume this responsibility.
- 5.13. Should inappropriate material be found then the Designated Person for Child Protection will be contacted immediately. We will follow guidance from Diocese of Ely Multi Academy Trust as to the appropriate measures to implement.
- 5.14. Parent helpers and other volunteers working in school will be asked to leave mobile phones in the school office or staffroom.
- 5.15. Any contractors working on site must declare their mobile phones and other devices to the Area Custodian on arrival. They will then be made aware of their responsibilities and the requirements of this policy.

6. Cameras / iPads

- 6.1 School Cameras / iPads must be used. Photographs must only be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements as this is an effective form of recording their progression .
- 6.2 Only the designated school cameras / iPads are to be used to take any photo within the school.
- 6.3 Children may be allowed to take their own camera on outings at the discretion of the teacher. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- 6.4 All staff are responsible for the location of the cameras.
- 6.5 Images taken and stored on the school cameras must be downloaded as soon as possible on to a school computer, ideally once a week.
- 6.6 Images must only be downloaded by the nominated member of staff.
- 6.7 If photographs need to be taken in the toilets, .e.g. photographs of the children washing their hands, then the Class teacher must be asked first and staff be supervised whilst carrying out this kind of activity.
- 6.8 Failure to adhere to the contents of this policy may lead to disciplinary procedures being followed.
- 6.9. Permission to take photographs at school performances must be granted by the Headteacher. Permission will not be given for photographs to be placed on any Social Networking Sites.

7. Children and the use of mobile devices

- 7.1 Children are not permitted to bring mobile phones or other devices into school unless in exceptional circumstances. The permission of the Headteacher is also required. A letter should be written by the child's parents outlining the exceptional circumstances. If permission is granted, the phone should be handed in to a member of staff and stored in a secure location until the end of the day.

Policy approved at Standards & Ethos meeting of 27th March 2018

This policy will be reviewed biennially.

ACCEPTABLE USE OF ICT POLICY

Staff User Agreement

By signing this document I accept, understand and agree to the following:

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Local Governing Body.
- I will not allow unauthorised individuals to access E-mail/internet/network or other school systems.
- I understand that there is a difference between my professional and private roles. I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure E-mail systems for any school business.
- I will only use approved school E-mail or other approved communication systems with pupils or parents/carers and only communicate with them on appropriate school business.
- At anytime, I will not use school equipment to browse, download or send material that could be considered offensive or inappropriate to colleagues or pupils.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Headteacher or a member of the SLT.
- I will not download any software or resources from the internet that can compromise the network or are not adequately licensed.
- I will not use personally owned digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.
- I understand that all internet usage and network usage is monitored and that monitoring data could be made available to my Headteacher on request.
- I understand that it is my responsibility to read and keep up-to-date with the school's most recent E-safety policies.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Name: _____

Role: _____

Signed: _____

Date: ____/____/____