



Policy Document for: Mobile Devices & other electronic devices

Approved by Directors: June 2018

Due for Review: May 2023

## Mobile Phones

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse or create unfounded allegations of misuse. In the interests of equality, and to further promote safety, the guidance applies to all staff in our setting.

The following rules apply for the use of personal mobile phones;

- Children are **not** permitted to bring mobile phones to school. If a parent for a specific reason makes a case to the school as to why a child should have a phone and this has been agreed by the Head/ Deputy/ Assistant Head then the child must bring the phone to the Admin Office when they arrive in school and then collect it at the end of school when they leave
- The school accepts that employees will bring their mobile phones to work. As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break times and then this should only be done in a phone designated space – staff room, upstairs room, school offices)
- Staff should ensure that mobile phones are turned off or on silent at all times during the hours children are in school while on school premises. They should be kept in a locker or bag and not be left on display.
- In the event that an employee has a particular reason for a specified period of time, they may request via the leaders with overall responsibility for their phase (Deputy or assistant head) that they leave their phone on during working hours. Usually if someone needs to contact staff for emergency reasons during the school working day they should ring the school phone and someone from the office will fetch the member of staff immediately.

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When on an educational visit, staff should carry a phone with them to keep contact with school and inform the school on arrival/departure times and any issues which may occur during the visit. This includes when taking children swimming.
- Staff are not permitted to take pictures of children on an educational visit on their personal mobile phones. School cameras or teacher iPad's should be used to take the pictures.
- Mobile phones should not be used in a space where children are present (eg. Classroom, playground. are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks and the phone will be used in a phone designated place – staff room, upstairs room, school offices)

## iPads

- Selected staff are provided with a school iPad, and iPad case. The iPad's are used to enhance learning opportunities in the classroom environment and when on school educational visits. Photographs and videos of children learning can be taken and stored on the iPad. They are also provided to teachers to aid planning and preparation by the use of educational applications which can be downloaded onto the iPad.
- All iPad's remain the property of School, and should a member of teaching staff leave, the iPad must be returned to the head teacher/deputy/assistant head at the earliest convenience.
- Applications which are downloaded onto the individual iPad are purchased by the teacher in use of the iPad.
- All personal data on the iPad should be stored in a folder entitled 'Personal'. Staff should seek assistance from the ICT co ordinator, ICT/Media/E safety subject leader for assistance if they have any difficulty doing this.
- Children are able to use the 'teacher iPad' when in the classroom environment and when in the presence of staff members.
- It is acceptable to save photographs of children when learning, on the iPad, for evidence of the learning opportunities undertaken. Photographs of children should not be shared with individuals not associated with School. Photographs should be deleted from the iPad when no longer needed.
- Staff must password protect the iPad using the 4 digit password code. Staff should seek assistance from the ICT co-ordinator, ICT/Media/E safety subject leader if they have any difficulty doing this.
- Staff are responsible for the iPad and due care and respect should be taken with them when they are used both in school and at home.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones or other devices to take or record any images of school children for their own records during the school day.

## Procedures

Under the Data Protection Act of 1998 and subsequent General Data Protection Regulations schools must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network.

The school's digital cameras (or unsecured devices) must not leave the school setting (unless on an educational visit). Photographs are printed in the setting by staff and images are then removed from the camera memory in a timely fashion and no longer than necessary.

Photographs may be taken during indoor and outdoor play and learning and displayed in school, on our website, albums or a child's development records for children and parents, carers, governors, directors, OFSTED etc to look through.

Often photographs may contain other children in the background. We will attempt to ensure that all consent is acquired before publishing.

Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographed by staff but always in full view of all attending. Parents are not allowed and must not post photographs or video containing other children on social media websites. For further information please refer to the Manor Multi Academy Trust Social Media Policy.

Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in school.

**Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.**

The use of cameras, mobile phones and other recording devices are prohibited in toilets and nappy changing areas.

Staff are asked not to make personal calls during their working hours. However in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the Headteacher.

All school cameras and videos should be kept securely at all times and used only with appropriate authority.