



ST CHRISTOPHER MOBILE PHONE POLICY

Reviewed: April 2017

Next Review Date: September 2017

Acceptable Use of Mobile Phones & Digital Devices Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. This policy also gives guidance to staff to protect themselves in the working environment. Our Mobile phone usage policy around pupils in a few words is 'not seen and not heard'.

Use of personal devices

Staff:

St Christopher Primary School allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into St Christopher Primary School must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are not seen or heard around pupils and kept out of sight where pupils are present. If phones are kept in bags then the bag should be kept in cupboards, offices, or areas where children do not access.

Personal mobile phone calls and messaging may only be taken or made during staff breaks, before or after the school day (when children aren't in school). During the school day, if staff use their phone then they should use the staffroom and or offices around school where children are not present.

If a member of staff is waiting for an emergency personal call then the school phone should be used to establish contact. The school phone can also be used to make important calls.

Staff will need to ensure that the office 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.

Staff who have a designated work phone may use these around the school site. These phones will be checked by a senior leader within the last week of each half term to ensure regulated use. If work mobile phones have to be used during the school day then where possible offices and staff areas should be used.

Parent Helpers

All parent helpers will be requested to place their bag containing their phone in an office area and asked to take or receive any calls in the office area.

Visitors /Contractors

Mobile phones are not to be used in the general areas where children are present. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they must only use them in the office area and away from children.

Pupils

Pupils are discouraged from bringing mobile phones into school. Those children in upper years who need their phones for safety when walking to and from school must leave their phones at the school office. These must be named and handed in prior to entering school. They should be collected at the end of the school day.

Use of school devices

Digital Devices/Cameras

Photographs/videos are taken for recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents and in line with our guidance. Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Only the designated school devices are to be used to take any photos within the setting or on outings (unless permission has been granted by the Headteacher in exceptional circumstances).

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Images taken and stored on school devices must be downloaded on site computers as soon as possible. Once photos have been used for the intended purpose staff are expected to delete these.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Head Teacher must be asked first and staff will be supervised whilst carrying out this kind of activity.

All staff are responsible for the security of the devices allocated to them.

Productions/Events

Photographs maybe taken during productions/events by parents. Senior staff will give guidance to parents/carers about taking photographs at each event. The advice will explain that parental/carers should only take images of their own children and for personal use. Parents will be discouraged from uploading images of children other than their own on any social network sites.

Concerns

It is the responsibility of all members of staff to be vigilant and report any concerns around use of devices to the Head Teacher, Deputy Head or Assistant Head.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Failure to adhere to the contents of this policy could lead to disciplinary/safe guarding procedures being followed.