

## **Hevingham Primary School**

### **Mobile Phone Policy**

#### **Acceptable Use**

This policy represents the agreed principles for acceptable use of cameras and mobile phones at our partnership schools. All staff have agreed this 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:-

1. Staff being distracted from their work with children
2. The inappropriate use of mobile phone cameras around children

#### **Aims**

Our aim is to:-

Have a clear policy on the acceptable use of mobile phones, cameras and digital images that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:-

If you do need to bring your phone into school, please leave it turned off in the school offices or classroom cupboards.

Whilst children are on site, mobile phone calls may only be taken or received at staff break or lunchtimes in the school offices or staffroom.

Staff are not allowed to bring mobile phones into meetings either during or after the school day.

Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are iPad's available at school and only these should be used to record visual information within the consent criteria guidelines of the schools E-Safety policy.

Members of staff may only contact a parent/carer on school approved mobile phones.

When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by

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approved telephones. All staff have password protected mobile phones due to them accessing school systems on them.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording devise) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home. Mobile phones are not permitted on school trips or the school journey.

### **Use of mobile phones for volunteers and visitors in school and on educational visits**

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises or on school visits. If they wish to make or take an emergency call they may use either the main or the Head teacher's office.

### **Cameras/camera facilities on mobile phones**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progress. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated school iPad's and cameras are to be used to take any photo within the setting or on outings. Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Only school staff are allowed to take photographs of children. Visitors and volunteers must only take photographs in school with approval from the Headteacher. These photos must not be shared on social media.

All staff are responsible for the location of the iPad's and cameras.

These must be kept in a cupboard at the end of the day.

Images taken and stored on the iPad's/cameras must be downloaded as soon as possible, ideally once a week and deleted off the memory card.

Images should be downloaded on-site onto the public network.

Photographs can then be used to record in children's learning journeys.

"Our schools are committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment"

I agree to adhere to the mobile phone policy

Parent/carers signature.....

Date.....