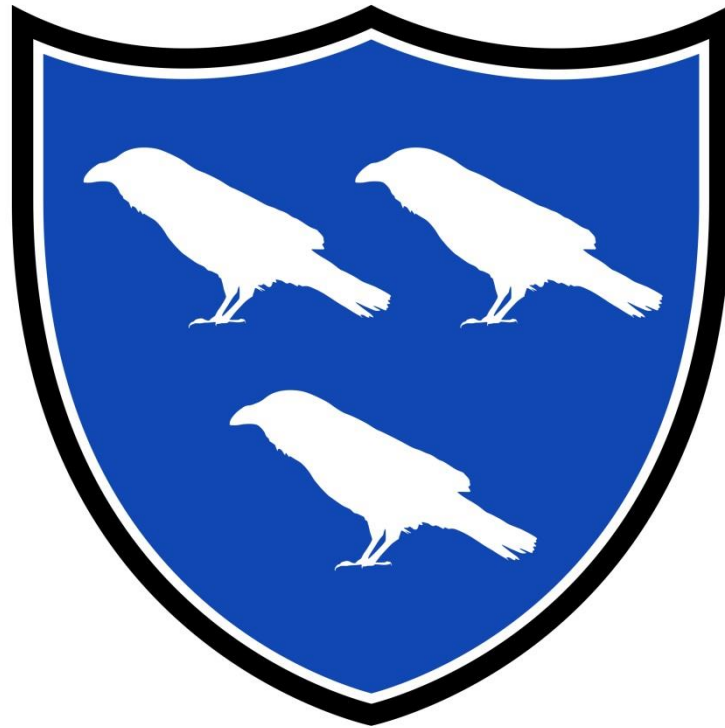


# Valley Primary School



## Mobile Phone, Camera and Electronic Device Policy

Updated: September 2018

Review Date: July 2019

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

The aim of this Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones on site and during off-site visits including residential trips and sporting fixtures. This includes Valley Primary School staff, Governors, children, parents/carers and visitors.

### **Camera Mobile Phones and Tablets**

It is recognised that it is the enhanced functions of many mobile phones and tablets that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images of pupils/staff to other mobile phone users or email addresses or social media which could result in bullying or harassment.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

### **Staff Policy**

Staff use of personal mobile phones during their working day should be:

- outside of their directed, teaching time
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards and not seen on teacher's desks. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Head Teacher following safeguarding procedures and the Trust's Code of Conduct.

Staff will be issued with school mobile phones when participating in off-site visits, sporting fixtures and residential trips.

With regard to camera phones or other electronic devices that have the capability of taking still or moving images, a member of staff should never use their own personal device to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Under no circumstances should staff take photographs of children's injuries on any device.

### **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Valley Primary does not permit pupils bringing mobile phones in year groups below Year 5 & 6.

When a child needs to bring a phone into school the phone must be left in the school office at the start of the day (from 8.30 a.m.) and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Valley Primary accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the Senior Leadership Team. The pupil may collect the phone at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader.

Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

### **Acceptable Use Agreements**

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Phone Acceptable Use Agreement before being allowed to bring their mobile phone to school.

All pupils are required to sign an Acceptable Use Agreement as part of their learning in computing and the wider curriculum. This agreement sets out the acceptable use of the school tablets and other school-based electronic devices and the associated protocols

### **Parents, Visitors and Volunteers Policy**

Parents, visitors, volunteers and Governors are not permitted to use their mobile phones in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile phones or any other electronic device to photograph pupils or make video recordings anywhere on the school site or when accompanying pupils on off-site visits or at sporting fixtures.

Parents are permitted to take photos and videos at Class Assemblies, plays and sports days but they are reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and should not be shared on any form of social media.