

Mobile Camera, Phone & ICT Devices Policy

Written by: Marcus Link
Approved by: College of Management
Council of Trustees

Date: November 2017
Date: November 2017
Date: November 2017

Date for next review: October 2019

Policy Statement

This policy is part of our school's commitment to safeguarding the children in our care, and is linked to our Safeguarding & Child Protection Policy.

Background

Mobile ICT devices have the potential to be harmful if misused in the school environment and our priority is to ensure the pupils feel safe, and to protect them from harm, by ensuring the appropriate management and use of mobile ICT and other devices. This policy applies to all school staff, pupils, parents and visitors.

It is the enhanced functions of ICT devices such as tablets and smart phones that give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, peer-on-peer abuse such as sexting, exploitation and bullying.

Consequences of Misuse and Breaches

Should mobile ICT devices be misused in these ways, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality, and in some cases criminal offences will have occurred.

Staff Duties & Responsibilities

All staff should:

- be aware of the need to protect children from harm.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- be vigilant and alert to potential warning signs of misuse.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- be responsible for the self-moderation of their own behaviours.
- be aware of the importance of reporting concerns immediately.

Scope and Procedures

Lower and Upper Schools

Staff should keep their mobile phones out of sight and turned off during working hours.

Kindergarten

Kindergarten staff should store their phones in the kindergarten store cupboard during working hours. Phones should be turned off.

General

With the exception of administration staff, whose role requires them to frequently be in communication with parents, external organisations and other individuals, all staff should have phones turned off during working hours, either in the building or school grounds.

The school provides staff with access to the telephone for work-related purposes. Staff may provide family members with the school's landline number for use in the event of an emergency.

If a member of staff needs to make an urgent personal call, they may use the school telephone or their personal mobile, in an area where there are no children such as the SMT Office, the Safeguarding Office and the car park.

If a staff member is expecting an emergency call this should go via Reception.

If staff need to use a mobile phone in order to contact school staff while they are supervising children outside of school, they must use the designated school mobile.

The school will not accept any liability for loss or damage to mobile phones stored on the premises.

Volunteers

Volunteers working in the school or school grounds should keep their mobile phones out of sight. If you need to make a call, please do so in an area where there are no children as above.

Images, Video and Audio Recording

Recording, taking and sharing of images, video and audio on any mobile phone or other device is not permitted without express permission. Any taking of pictures or recording of audio or video requires the school's and parents'/ guardians' written consent.

Reference should be made to the school's Image Use Policy.

Staff should not use their personal camera or other device to photograph children but use the school's equipment provided for these purposes. Any photographs that staff need to take of the children as part of their work should be taken on the designated school camera.

It is in any staff members interest to log their use of any device to take pictures, videos or audio recordings.

School Trips

No mobile phone will be used to take photographs. Reference should be made to the school's Image Use

Policy.

The school's mobile phones must be used for school trips and upon return to school, all phone numbers must be erased.

Visitors

Visitors, including parents, will be asked not to make calls within the school environment, or to take photographs of the children, except for special occasions such as school events.

Pupils

Pupils do not need mobile phones, cameras or devices such as smart watches, during the school day and these should in principle not be brought to school.

However, we accept that there are instances where a child will need to have a phone with them as part of their support system for getting to and from school. Therefore, if a pupil brings a phone into school, it must be at the parents' (and pupil's) own risk and the school cannot take any responsibility for the phone. Any phone brought into school must be handed in at Reception where it will be kept safe during the day. The school cannot take responsibility for the safety of mobile ICT devices which are stored elsewhere, e.g. kept in the child's bag even if out of sight and turned off. If there is a need for a child to have a phone on their person or in their bag, this requires consent from the Safeguarding team who will let other staff members know on a "need to know" basis.

If a pupil breaches these rules and is seen using a mobile phone in school for any purpose (texting, speaking, emailing, internet, photography) without express permission from a teacher to do so, there will be rigorous consequences as specified in the Pupil Internet Safety Agreement.

The school retains the right to temporarily confiscate mobile phones from pupils where they are brought into school without permission or when they are being used inappropriately when permission has been granted.

The policy and rules apply to all students on the school premises.

If this should happen, a standard letter will be sent home to parents to inform them that a breach in rules has occurred.

If three such letters go home during the course of an academic year, parents will be requested to attend a meeting at school to discuss sanctions that will be applied to the pupil concerned, including possible temporary or permanent exclusion.

If it is suspected that a pupil has been taking or distributing indecent images the school's cyber-bullying policy will be used.

Further information, advice and guidance

- South West Group for Learning: SWGfL is a charity that has a focus on 'online safety' and helping everyone get the most out of the internet and technology. It has created award winning resources and services that especially help and support schools.

<https://www.swgflstore.com/>

Compliance

- Independent school standards, December 2014
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

References:

- Safeguarding & Child Protection Policy
- Cyber-Bullying Policy
- Internet Safety Agreement
- Social Media and e-Safety Policy
- ICT AUP (Acceptable Use Policy including BYOD)