



Blue Gate Fields Junior School

Personal Mobile Devices & Digital Cameras in School Policy

Policy details:

- **Date of policy:** April 2019
- **Last updated:** May 2021, May 2023
- **Date of next review:** May 2025

Person (s) responsible for implementation and monitoring:
Sian Acreman (Head Teacher)

Signature (Head teacher)

A handwritten signature in cursive script that reads "S E Acreman".

Signature (Chair of governors)

A handwritten signature in cursive script that reads "Robert Oakley".

Links to other policies:

- Staff ICT Security Agreement and Policy
- Pupil Online Safety Policy
- Safeguarding Children Policy
- GDPR and Data Protection Policy
- Code of Conduct for Staff, Governors, Volunteers and Visitors

Aims of policy

We aim to have a clear policy on the acceptable use of mobile phones and cameras 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:

This policy links to the following policies:

- Pupil Online Safety Policy
- Staff ICT Security Policy
- GDPR and Data Protection Policy
- Safeguarding Policy
- Code of Conduct for Staff, Governors, Volunteers and Visitors

Glossary

Personal Mobile Device: mobile phone, smart phone, tablet

Digital Camera: camera able to take digital still photographs and/or digital video footage

Introduction

Safeguarding of pupils within the school is paramount and it is recognised that personal mobile phones and other personal digital devices have the potential to be used inappropriately. The school has therefore created this policy to provide clarity for staff, parents and families on the use of mobile devices for recording and taking digital images either on school premises, and/or of the school community.

PERSONAL MOBILE PHONES AND OTHER DIGITAL DEVICES

Use by staff and volunteers

- Personal mobile phones/digital devices are stored in staff lockers and never used whilst children are present.
- Staff can use mobile phones or digital devices in the staffroom during breaks/non-contact time.
- Staff are not permitted to take still or video images of pupils with their personal mobile phones/digital devices.
- When staff and volunteers are using mobile phones/digital devices outside of working hours due regard should be shown to their professional role, in line with our policies.
- Mobile phones and other personal digital devices are not connected to the school Wi-Fi network unless expressly permitted by an SLT member.
- If staff record videos or take still photographs for learning activities outside school they must ensure they film in a neutral area where nothing personal or inappropriate can be seen or heard in the background and dressed in accordance with the Staff Dress and Appearance section in the Appendix on Safeguarding for Online Home Learning found in the Staff ICT Security Policy and Staff Agreement.
- Staff will only use school video sharing accounts to support lessons and home learning blogs, e.g. the school Vimeo and Loom accounts. They will not use personal accounts.

Use by visitors and contractors

- All visitors and contractors are asked to refrain from using **personal** mobiles and digital devices for personal calls/business when they arrive on site in the presence of children.
- The use of work-related mobile phones and devices is permitted to fulfil professional obligations related to the reason for the visit to the school.
- Under NO CIRCUMSTANCES should visitors and contractors take photographs or record video footage that includes pupils unless expressly permitted by an SLT member.

Use by parents and guardians and other family members

- For safeguarding reasons, during school events, assemblies and other celebrations parents, relatives and guests are not given permission to photograph or video.
- Parents may be given permission to video/photograph their own children after events, but if asked not to by school staff, for safeguarding reasons, they must adhere to the request.
- No images of children/staff, taken on school premises should be uploaded onto social media.
- Wherever possible, the school will video/photograph important events; these images will be available to view on the school website: <http://www.bluegatefields-jun.towerhamlets.sch.uk/>

Use of personal digital devices by pupils

- Pupils are not allowed to use personal mobile phones at school under any circumstances
- Year 6 pupils may bring a device to school to be used to contact parents on the journey to and from school – this device will be kept in the school office during school hours
- Please see the Pupil Online Safety policy for more details

SCHOOL MOBILE PHONES AND DIGITAL DEVICES

Use of the school's mobile phone

- The school's mobile phone/digital devices are only used for work related matters
- The school mobile phone can be taken offsite (for trips etc) with permission from SLT
- Pupils will not be allowed to use the school mobile phone unless in an emergency situation

School cameras and tablet devices

- School cameras/digital devices can be taken out of school for approved trips and activities
- Pupils may use school cameras and tablet devices as part of a planned and organised learning activity
- Pupils using school cameras/digital devices will always be activity supervised by a staff member
- School cameras and digital devices are used to take appropriate and relevant images of children whose parents have given signed permission for them to be photographed
- Special events are usually videoed and photographed by professionals and by staff using the school devices
- Pupils who do not have permission to be photographed will not be included in group photos, or placed so that their faces are obscured
- The list of pupils who do not have permission to be photographed will be updated annually and be made securely accessible to staff (within GDPR guidelines)

Breaches of the policy

The school's '*Use of Mobile Phones and Devices Policy*' has been developed to safeguard children and staff. It applies to all staff, children, volunteers, visitors, contractors involved in the care of children and the school. It is the responsibility of those working with or within the vicinity of children to follow the principles stated in this policy. Staff who ignore this policy will be reported to the Headteacher and will face disciplinary action.

We have a clear procedure in circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. LADO.)

Monitoring and Review

The Head teacher and the Governors will monitor the provision as part of the whole school monitoring schedule. This policy will be reviewed annually, or as necessary in light of updated information.