

St Nicholas CE VA Primary School

Mobile and Electronic Devices Policy 2014- 2015

Vision Statement

‘At St Nicholas we nurture everyone *to be the best we can be*, in a caring and inclusive Christian environment.’

UNCRC Article 29: All children have the right to learning that allows you to become the best that you can be.’

Adopted: December 2014

Last Review: October 2016

Next Review date: October 2017

Use of Mobile Phones and other Electronic Devices Policy

Rationale

St Nicholas Primary School acknowledges that mobile phones and other electronic recording devices are a part of everyday life for most members of the school community.

Such devices include: mobile phones/ipads/ipods/handheld consoles and tablets

It is our responsibility to provide a safe and secure environment in which the entire school community (pupils, parents and staff) are safe from images being recorded and inappropriately used.

Our aims are:

- To have a clear policy on the acceptable use of mobiles phones and cameras that is understood and adhered to by all parties concerned without exception.
- To promote safe and appropriate practice through establishing clear and robust guidelines. This is achieved through balancing potential misuse with the recognition that mobile phones and other electronic recording devices are effective communication tools.

The use of such devices is subject to the following strict guidelines:

Staff use of personal devices

Staff are not permitted to use their own mobile phones and personal devices for contacting children.

Staff should not use personal devices to take photos or videos of pupils and will only use school designated devices for this purpose. If anyone sees someone using a personal device with a camera to take images, this should be reported immediately to the nominated safeguarding person in the school. This is consistent with the safeguarding principle that if anything is seen that puts safeguarding at risk it should be reported immediately.

Staff and volunteers should not use personal mobile phones and other electronic devices for personal reasons whilst they are responsible for children in teaching situations and in the playground. Staff may access their personal devices whilst off duty but not in designated areas used by children.

On off-site visits, adults should ensure that they have access to a mobile phone and that this is switched on. These should only be used if there is an emergency or if they need to contact the school or other group leaders.

Where staff members are required to use a mobile phone for school duties, for instance in the case of off-site activities, phone numbers will be recorded on the school risk assessment forms.

If a member of staff needs to make an emergency call during teaching time, they must ensure the class is supervised and make or take the call in an appropriate area not designated for children.

Staff/Adult use of school designated devices

Only authorised school technology may be used to record children's activities.

On trips, staff and volunteers should only use school devices for the purpose of taking photographs/videos.

In school, visitors accompanied by staff may be granted permission to use authorised devices for the purpose of recording work.

Adopted December 2014

Next Review October 2017

All staff are responsible for the location of electronic devices within their rooms. Devices which store data, children's information or photos must be locked away at the end of the day

Parent/carers

Parents are permitted to use their own devices to take photos and videos at school events. They are not permitted to upload these to social media sites if they contain images of children, other than their own, Parents are reminded of this before performances.

Parental permission must be granted before images are used in school publications, on the school website or in local press releases. Permission is sought annually at the beginning of the school year or on a child's entry to the school.

Pupils' use of personal devices

Pupils will be provided with appropriate school devices to use in specific learning activities under the supervision of staff.

Breach of policy

If an adult breaches school policy, concerns will be taken seriously, logged and investigated appropriately.

The Headteacher reserves the right to check the image content of staff's, parent's, visitor's or volunteer's mobile phone or other electronic recording device, should there be any cause for concern over the appropriate use of it. If inappropriate material be found, Child Protection procedures will be initiated.

This policy and our procedures have been developed in line with guidance from:

Keeping Children Safe in Education (2014)

Pastoral Care in schools: Promoting Positive Behaviour

(2001) DFE guidelines 2014

Policy written: Autumn 2014 Review Date: Autumn 2015	Links to St Nicholas School policies: Child Protection Complaints procedures Safeguarding Behaviour Whistle Blowing Acceptable Internet Use
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