

Mobile Phone, Smart Watch, Camera & Electronic Device Policy

St Joseph's Catholic Primary School



Approved by: Personnel & Welfare Committee

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1. Introduction and aims

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 St Joseph's Primary School staff, Governors, children, parents/carers and visitors.

2. Camera/smart mobile phones, smart watches, tablets and other communication devices

It is recognised that it is the enhanced functions of many mobile phones, smart watches, tablets and other communication devices 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.

For the purposes of this policy please read 'phone' as any mobile phone, camera/smart phone, smart watches, tablets and other communication devices.

3. 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.
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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.

If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephones wherever possible.

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 Headteacher following safeguarding procedures and the 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.

4. Pupil policy

While we fully acknowledge a parent's right to allow their child to bring a phone to school if they walk to and from school without adult supervision, **St Joseph's School does not permit pupils bringing phones in year groups below Year 5 & 6**, as we would not expect these children to be walking to and from school unaccompanied.

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 8.30am) and collected at the end of the day. Phones should be clearly marked so that each pupil and office staff can identify the phone. Parents are advised that St Joseph's School accepts no liability for the loss or damage to phones which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff during the school day to be using a 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 pupil's right to bring a phone to school will be withdrawn.

If a pupil is found to have taken photographs or video footage with a 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, and the right to bring a phone into school will be withdrawn.

Pupils are not entitled to log on to the school network using their 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.

5. 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 phone to school. (see Appendix 1).

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.

6. Parents, visitors and volunteers policy

Parents, visitors, volunteers and Governors are not permitted to use their phones in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their 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.

Appendix 1: Mobile/Smart Phone, Smart Watch, Camera & Electronic Device Policy: Acceptable Use Agreement



Mobile/Smart Phone, Smart Watch, Camera & Electronic Device Acceptable Use Agreement

We have reviewed our policy on the use of Mobile/Smart Phone, Smart Watch, Camera & Electronic Devices. In accordance with this policy, please would you sign the form below to give permission for your Year 5 or 6 child to bring a mobile phone to school.

For the purpose of this Agreement, please read 'Phone' to mean any Mobile/Smart Phone, Smart Watch, Camera & Electronic Device.

You agree to the following:

- Your child's phone will be kept in the office during the school day.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child's phone should be appropriately marked/labelled so that it can be identified.
- Your child's phone should remain switched off during the school day.
- The school reserves the right to withdraw the privilege of bringing a mobile phone to school if we find the phone to be used inappropriately.
- Parents should talk to their children about the appropriate use of such devices in accordance with the Mobile/Smart Phone, Smart Watch, Camera & Electronic Device Policy.

Parental Consent

I give permission for my child (name) _____ in class _____ to bring their phone to school.

I have read the policy and understand our responsibilities. I agree to the above.

Signed _____

Date _____

Please return to the school office