



Lingfield Education Trust

Trust Mobile Phones & Cameras

Acceptable Use Policy

Policy Version Control	
Policy Type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
Last review date	October 2016
Description of changes	Incorporation of new Trust name throughout the document
Date of Board of Directors approval	November 2016
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Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used and inappropriate communication with children and parents in turn eliminating the following concerns:

1. Staff being distracted from their work with children
2. The inappropriate use of mobile phones, other mobile devices, cameras and devices with a built in camera around children
3. It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
4. It is a nuisance/discourteous to colleagues (e.g. during meetings)
5. It is a misuse of the school's time and has the potential to impact on children's learning

Link to other relevant policies and procedures

- Trust Safeguarding & Child Protection Policy
- Staff code of conduct
- E safety policy
- ICT acceptable use policy

Aim

- Our aim is to: Have a clear policy on the acceptable use of mobile devices (mobile phones, tablets, cameras and other mobile devices) 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:

- Mobile devices (mobile telephones, tablets, cameras and other mobile devices) :
The school allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile devices.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices should be switched off or on silent at all times and are left inside their bag throughout contact time with children. Staff bags should be stored safely and securely in their designated area.
- Mobile devices will not be used in any way during lessons or formal school time.
- The Bluetooth or similar function of a mobile device should be switched off at all times and not be used to send images or files to other mobile devices.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.

- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the designated staff areas of the school.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from senior leaders.
- Staff (will need to) ensure that the school has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to place their bag containing their phone in an appropriate location, designated by senior leaders and asked to take/ receive any calls in their own time.
- During group outings nominated staff will have access to the school's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any breaches of guidance or concerns to the Head of School / Headteacher / Executive Headteacher .
- Concerns will be taken seriously, logged and investigated appropriately.
- Senior leaders reserve the right to check the images / content of a member of staffs mobile phone / device should there be any reasonable cause for concern or suspicion over the appropriate use of the device or illegal undesirable material including pornography, violence, bullying or harassment
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Should inappropriate material or conduct be found then the Police or relevant Designated Officer at the Local Authority will be contacted immediately. We will follow the guidance of the Designated Officer as to the appropriate measures for the staff member: for example, disciplinary action, which could lead to dismissal.

Volunteers, Visitors, Governors and Contractors

- All Volunteers, Visitors, Local Governors, Directors and Contractors are expected to follow this school guidance as it relates to staff whilst on the premises.
- All visitors are requested to keep their phones on silent when on the school premises.

Parents / carers use of mobile phones / mobile devices and cameras

- While we would prefer parents not to use their mobile devices while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.
- We therefore ask that parents' usage of mobile devices, whilst on the school site is courteous and appropriate to the school environment.
- We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

- Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.
- **The Head of School/Headteacher/Executive Headteacher reserves the right to suspend the parental use of any form of digital recording whilst on the school premises.**

Digital images and videos via mobile devices and Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage and will be used appropriately throughout school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only designated school cameras are to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of cameras; these should be kept securely when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should be downloaded on-site.
- Under no circumstances must cameras of any kind be taken into toileting areas.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually).
- We will not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs;

Social Media

- Staff are instructed to always keep professional and private communication separate.
- Staff are instructed not to run social network spaces for pupils use on a personal basis or to open up their own spaces to their pupils, but to use the schools' preferred system for such communications.

Staff will ensure that in private use:

- No reference should be made in social media to pupils, former pupils, parents/carers, former parents/carers or school staff and former school staff;
- School staff should not be online friends with any pupil. Any exceptions must be approved by the Head of School / Headteacher / Executive Headteacher.

- They do not engage in online discussion on personal matters relating to members of the school community;
- Personal opinions should not be attributed to the school or local authority and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;
- Make defamatory remarks about the School, colleagues, Local Governors, pupils and parents;

Security settings on personal social media profiles should be regularly checked to minimise risk of loss of personal information.

Communication with children (the use of technology)

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines this acceptable use policy.

Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand held devices. (Given the ever changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

This means adults should:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work
- not give out their personal details
- use only equipment and Internet services provided by the school or setting
- follow the school Acceptable Use policy
- ensure that their use of technologies could not bring their employer into disrepute

This policy should be read alongside:

- Trust E Safety Policy
- Trust ICT Acceptable Use Policy for Staff (Computer and Network)

I have read and understood and agree to comply with the Trust Staff Acceptable Use Policy (Cameras, Mobiles and Mobile Devices)

Signed: Print Name: Date:

Accepted by: Date: