



# **Acceptable Use of Mobile Phone and Camera Policy 2019-2021**

## **St. John's Meads Church of England Primary School**

This policy was adopted in March 2019 by the Governing board

This policy is due for review March 2020

### **Introduction:**

St John's Meads has a clear policy on allowing pupils to bring mobile phones into school and this policy makes explicit reference to camera mobile phones.

### **Staff Policy:**

St John's Meads 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. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Staff use of mobile phones during their working day should be:

- Outside their contacted hours or during allocated breaks
- Discreet and appropriate e.g. Not in the presence of pupils
- If required for use of soft keys (e.g. CPOMS)

All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom or in their personal locker. Mobile phone calls may only be taken at staff breaks or in staff members' own time/noncontact time. The school cannot take responsibility for items that are lost or stolen. The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT for a specific and legitimate reason.

All staff need to ensure that the main office 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.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately (see Whistleblowing Policy).

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the head teacher must be informed immediately. If the head teacher is the focus of concern, the chair of governors must be informed (See Whistleblowing Policy for other individuals)

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedure

### **Parent, Visitor, Volunteers or Governors In School Policy**

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils. Parents are allowed to take photographs of their own children and parents are reminded these are for personal use and not to be shared on social media.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

### **Pupil Policy:**

Only children in Year 6 are permitted to go home alone with written consent from a parent and therefore only children in year 6 may bring in a phone.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St John's Meads accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will

record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher 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. (Please see more guidance on sexting in our child protection policy).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

*We ask that parents should talk to their children about the appropriate use of text messages/ messaging apps as they can often be used to bully pupils.*

*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.*

### **The Use of Cameras:**

Only school devices may be used to take photos of children. Anyone in breach of this must be reported to the Leadership Team immediately. The photos will be removed from the device and the Headteacher will determine if any further action or training is required for the individual. At St John's Meads the devices that could be issued are:

- iPad (1 per each year group)
- Yellow Nikon Coolpix camera
- Sony video camera

Only school owned cameras should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras and school memory cards should never be put in to personal cameras.

School camera memory cards should be downloaded on to school computers only. Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development

The policy supports the Health & Safety, Anti bullying, Child Protection & Safeguarding and E-safety policies. This policy will be monitored and reviewed as required but at least every two years.

**Mobile Phone Parental Consent Form**



Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Yours sincerely

Katherin Weeks  
Head teacher

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**MOBILE PHONE PARENTAL CONSENT**

I/we give permission for our child (name) .....

in Year 6 to bring their mobile phone into school.

We have read the policy and understand its implications

Signed .....

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE.