

## JENNETT'S PARK C of E PRIMARY SCHOOL



## Policy on Mobile Phones.

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### Introduction

At Jennett's Park Church of England Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile technology in school has been drawn up in the best interests of pupil safety and staff professionalism.

### Photographs and Video

Photographs and videos of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such photographs for school publicity purposes requires the consent of either the individual concerned or in the case of pupils, their legal guardians.

However, parents/carers are not required to comply with the terms of the Data Protection Act when taking photographs or video of *their* children for *their* own personal use at an organised event.

It is lawful and is allowed, however the school ensures that every parent completes a 'Photograph Parental Consent Form' making them aware that the use of the photographs/video must be strictly for personal use and should not be shared online (i.e. through any social media network), sold nor distributed via any other means.

### Mobile Technology Use at School Events

The school reserves the right to decide when to allow parents/carers to take photographs/video at school events. This will be based on consent provided by parents/carers and safeguarding measures. The school also reserves the right to withdraw the consent for parents/carers to take photographs/video on health and safety grounds (i.e. due to excessive use of flashlights or bulky and noisy equipment which could also be distracting for pupils or staff).

Members of staff have the authority to question anyone they do not recognise (while maintaining their own safety) should they be observed using photographic/videoing equipment or if it is being used covertly either inside the school building or focussed on the school grounds.

Parents/carers will be informed that they are only permitted to make videos/take photographs in designated areas of the school during school events and must only photograph their own child. They will be told to not post pictures of any children other than their own on social media. It is not permitted to take photographs in sensitive areas such as toilets or changing rooms at any time.

The school will publish specific information concerning photographic/videoing equipment prominently either in signs within the area of the event / clear in the event programme or making an announcement prior to the start of the event.

### Use of mobile phones & Smart Technology

#### Pupils:

Pupils may not use smart watches to receive calls throughout the day.

Pupils are not permitted to have mobile phones in school or on trips.

If a parent wishes for his/her child to bring a mobile phone to school so that they are able to make contact after school:

- The phone must be switched off as soon as the child enters the school site, handed and signed in, and sent to the school office first thing in the morning and collected from the office at home time. The phone is left at the owner's own risk.
- Phones must remain in school bags until handed in to a member of staff.
- If rules are not followed the phone will be confiscated and must be collected by the parent.

#### Parents & other visitors

- Parents and Visitors attending Collective Worship and Productions must not make or receive calls or text messages within the school building.

Staff, Governors & Volunteers

- Phones must be switched off during class time and put away securely.
- Calls and text messages must not be made or received during teaching time.
- Phones must be kept out of sight (eg in locker, drawer, handbag) when adults are with children.
- Calls/texts must be made/received in private during non-contact time.
- Mobile phones in school must not be used in sight of children.
- Smart watches should be set to vibrate only.
- Staff phones will never be used to take photographs of children or to store their personal data.

**EYFS**

Procedures related to the use of mobile technology, including specific guidance for safeguarding in EYFS. In addition, the school has the following child protection policies in relation to the use of mobile technology in the early years settings:

We have due regard to the EYFS Statutory Framework on how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in our setting.

Personal devices will not be used to take photographs or videos of children. Children do not have access to personal devices owned by staff. Personal devices (including mobile phones, iPads and other devices) are stored securely, out of sight and away from children. Staff using wearable devices (for example, smart watches) must ensure any photograph, video, recording or call making capabilities are turned off.

School devices are provided for the purpose of taking photographs and videos linked to the curriculum. Staff seek parental permission to publish photographs and videos of children. Setting devices are password or PIN protected and are stored securely when not in use.

Visitors, including parents, carers and Governors, are prohibited from using mobile phones in the EYFS setting except for in circumstances where specific permission is given by staff (for example, assembly, Sports Day).

We do not allow adults or children to use devices when intimate care is taking place.

We do not allow photos or videos to be taken in any bathroom, toilet, shower or changing area while children are present.

- Parents and carers are asked to switch off mobile phones if they are coming into the early years setting and leave the setting if they need to use their mobile;
- School cameras should be used for all recording/photographing purposes both in and out of school. These images should only be printed out at school and staff should not under any circumstances take photos or images of children home.

**Volunteers, visitors, governors & contractors**

All volunteers, visitors, Governors and contractors are expected to follow the policy in the same manner staff are required to. On arrival visitors should be informed of the expectations around the use of smart devices & mobile phones. The school will display a notice advising visitors that smart devices and mobile phones shouldn't be used in the setting.

The school does not take responsibility for phones that are lost, stolen or damaged.

We made this disclaimer clear to everyone (by posting it in the school office & including it in our code of conduct).

**Sanctions:**

Phones will be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)

If phones are confiscated parents are allowed to collect them via the office at the end of day.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

If staff, find inappropriate content on a phone, or if they suspect inappropriate behaviour they should inform phase.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

Sexting

Threats of violence or assault

Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

This policy should be read in conjunction with:

- Behaviour policy
- E-Safety Policy
- Safeguarding Policy
- Staff Code of Conduct
- Staff handbook
- 'Photograph Parental Consent Form'

## Mobile phone policy: information slip for visitors

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### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the covered walkway outside the main office in the entrance hall
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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# JENNETT'S PARK CE PRIMARY IS A MOBILE FREE ZONE.



Please turn off all technological or web enabled sources of information and cameras within the school building.

No iPod, iPad, mobile phones, mp3/4 players, smartwatches to be used on site.

Please respect our children and staff by following this request.

