



## Acceptable use of mobile phone/devices and camera

Policy Leader: David Martin  
Review Date: Summer 2020

Ghyll Royd School, Pre-School and Nursery is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment

### Policy Statement

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

- Staff being distracted from their work with children
- The inappropriate use of mobile phone/devices and cameras around children

Our aim is to:

Have a clear policy on the acceptable use of mobile phones/devices and cameras that is understood and adhered to by all staff and pupils without exception.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

In order to achieve this aim, we operate the following Acceptable Use Policy:

### Mobile Phones

Camera mobile phones are now the norm which allow the users to take high resolution pictures, These pictures can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet and in chat rooms. There is a high risk that cameras on mobile phones to be misused in the school and pre-school.

Ghyll Royd School and Pre-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 using their personal device and it is advised that they do not contact current parents/carers using their personal device. If a member of staff needs to make telephone contact with a pupil, a School telephone should be used.

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Children are not permitted to have mobile or personal devices/tablets in school or pre-school.

All staff must ensure that their mobile telephones/devices are switched off and left inside their bag throughout contact time with children and lessons. Staff bags should be placed in a secure place within the classroom, office or staff room unless requested by the Headteacher to move them to another appropriate location.

Personal mobile phone calls, texts, messages and emails may only be taken by staff during official breaks or in staff members' own time outside of their contracted hours and never during contact time with the children.

Private use of mobile phones may occur during official staff breaks, but any such use should be:

- discreet and appropriate;
- infrequent;
- out of lesson time; and
- never in the presence of pupils.

The last line is to ensure appropriate distance is kept between professional and private matters.

Staff should never send to or accept from colleagues or pupils texts or images that could be viewed as inappropriate.

We can never permit professional staff to behave in an unprofessional manner, so the use of any devices, be they PC, tablet or phone, for example for keeping up with eBay bids or Facebook interactions whilst on duty is strictly forbidden.

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 office or the staff room.

To protect staff from unnecessary intrusion into their professional work, we recommend that the appropriate School Office telephone number is given as a contact number so staff may be contacted in case of emergency, be that from the plumber about fixing a repair or something more serious. Please permit the Office staff to manage such calls appropriately and make contact with you to alert you to the issue. The School will always make a telephone available for staff should they need to make an outgoing emergency telephone call.

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 the Headteacher.

Staff will need to ensure that the Headteacher 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 will be requested to place their bag containing their phone/devices in a secure area in the school office or another appropriate location in the classroom given by the teacher and asked to take or receive any calls, texts, messages or emails in the staffroom or office.

During trips and outings nominated staff will have access to the school's mobile phone which is to be used for emergency purposes only. If staff will be taking photographs of the children on the trip or outing a school camera must be used.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in the Child Protection Policy).

Personal mobile phones/devices must not be used to take photographs of children. Personal mobile phones/devices must not be used to take photographs of children by parents in school or on school visits.

The Class teacher, in the absence of the Headteacher reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then the Designated Safeguarding Lead will be contacted immediately. The Designated Safeguarding Lead will then follow the guidance from the Local Authority as to the appropriate measures for the staff member's dismissal.

### **Cameras/tablets**

School Cameras/tablets must be used and the content loaded onto a school computer and saved in a named file in Media on Server, not a personal computer.

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements as an effective form of recording their progression. Only the designated school cameras and tablets are to be used to take any photo within the school.

All staff are responsible for the location of the school cameras/devices. The camera/device must be put away at the end of every session.

Images taken and stored on the camera/device must be downloaded as soon as possible on to a school computer and saved in a file in Media on Server. Photographs should then be distributed to members of staff to record in children's learning journeys.

If photographs need to be taken in the toilets, i.e. photographs of the children washing their hands, then the Headteacher or Designated Safeguarding Lead must be asked first and the staff member must be supervised whilst carrying out this kind

of activity. At all times the camera must be placed in a prominent place where it can be seen.

### **Care of property**

If a member of staff chooses to bring private property to work, they are advised that the School is not responsible for any loss, damage or theft incurred. This of course applies to phones, cameras and other devices. Users must also ensure that there is no inappropriate or illegal content stored on their devices; sadly, there are sufficient cases a year within the UK to make national headlines, and most seem to result in instant dismissal for gross misconduct.

The sending of inappropriate text or multimedia messages between any members of the School community is not allowed.

This guidance is to safeguard both members of staff and the School. Any failure to comply with this guidance is likely to result in disciplinary action (or, in certain circumstances, a child protection allegation) and the appropriate disciplinary procedures will apply.

### **Taking, Storing and Using Images of Children**

We will not tolerate any illegal material, and will always report illegal activity to the Police and/or the Local Safeguarding Children Board (LSCB). If we discover that a child or young person is at risk as a consequence of online activity, we may seek additional assistance from the Child Exploitation and Online Protection Unit (CEOP). We will impose a range of sanctions on any adult, child or young person who misuses technology in this way.

Such behaviours include those to bully, harass or abuse another pupil\* in line with our anti-bullying policy. Current behaviours that fall into this category, often referred to as Cyber-bullying include

- texting scary or rude messages by mobile phone
- sending unpleasant photographs by mobile phone
- using online message boards, chat rooms or social networking sites to post cruel messages
- deleting the victim's name from or ignoring their messages on social networking sites

Someone taking an indecent image of themselves and sending it to their friends or boy/girlfriend via a mobile phone or some other form of technology is sometimes referred to as sexting. More information on this issue can be found from the 'disrespect nobody' website <https://www.disrespectnobody.co.uk>, including how to seek help and gain support from a variety of agencies.

Once these images have been taken and sent to others, control is lost of them and they can end up anywhere. They could be seen by friends and family, a future employer, or even, in some cases, end up in the possession of an offender!

This also places that person who originally sent the images in a vulnerable position, as somebody they may or may not know now has these images and could use technology to bully, harass or even try to locate them.

### **Acceptable use of ICT policy on Photographs and images**

Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

Pupils may only use cameras or any mobile electronic device with the capability for recording and / or storing still or moving images with the express permission of the member of staff in charge and with the permission of those appearing in the image. All pupils must allow staff access to images stored on devices and / or cameras and must delete images if requested to do so.

The posting of images which in the reasonable opinion of the Head is considered to be offensive on any form of social media or websites such as You Tube is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material, irrespective of whether the image was posted using School or personal facilities.

### **Parents**

While we would prefer parents not to use their mobile phones 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 phones, 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.

### **Pupils**

Where a pupil is found by a member of staff to be using a mobile phone or device, it 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/device. The mobile phone or device will be stored in the school office. The phone or device will remain in the office until an appropriate adult collects it from the Headteacher.

If a pupil is found taking photos or video footage with a mobile phone or other device 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 teachers have been taken the phone or device will not be returned to the appropriate adult until the images have been removed by the pupil in the presence of the Headteacher.