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Mobile Device & Camera Use Policy



		Date
Reviewed by:	Staff & SLT	March 2024
Authorised by:	SLT	
Date for next review: (or earlier should legislation require it)	March 2025	

Change Log	

Statement of Intent

Woodstock CE Primary School understands that the use of mobile devices and technology is a growing part of life outside of school. We have a responsibility to safeguard our pupils against potential dangers when accessing such devices at school, and to educate our pupils about how to protect themselves online when outside of school.

We are committed to:

- Encouraging the responsible use of devices by all staff, parents, and pupils in support of the school's Christian vision, values, and objectives.
- Protecting our pupils from the risks associated with mobile devices.
- Preventing and avoiding damage to the reputation of the school through irresponsible use of mobile devices.
- Protecting our staff from cyberbullying and potentially career damaging behaviour.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2024) Mobile Phones in Schools Guidance
- DfE 'Data protection in schools'
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- Freedom of Information Act 2000
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- DfE 'Keeping children safe in education' (latest version, including updates)

This policy operates in conjunction with the following school policies:

- Acceptable Use Agreement for Pupils
- Acceptable Use Agreement for Staff
- Staff and Volunteer Handbook
- Online Safety Policy
- Data Protection Policy
- Complaints Procedures Policy
- Anti-bullying Policy
- Allegations of Abuse Against Staff Policy
- School Social Media Accounts – Terms of Use Agreement.
- Staff Code of Conduct
- Confidentiality Policy
- Child Protection and Safeguarding Policy
- Disciplinary Policy and Procedure
- Behaviour Policy

Introduction

Photographs are taken as a source of evidence of activities undertaken – these might be of classroom activities or school visits etc. These are used for display purposes, to go into children's workbooks or personal Learning Journeys or for the school website. Children also love to see photos of themselves and their friends; capturing special moments helps them to gain a sense of self and to recognise their place in the world. However, we live in an age in which digital technology has vastly increased the use and potential misuse of photography.

Woodstock CE Primary School recognises that parents and carers may have concerns about their child being photographed and how the images of their child will be used or stored.

Taking photographs/images of children

- We gain parents/carers consent to take photos when the child joins the school, and each year afterwards. (Acceptable User Agreements).
- Photographs are only taken using school devices.
- Staff are not permitted to take photographs of children on their mobile phone or any other camera.
- When not in use, the camera and memory cards are stored securely in the teacher's desk within the classroom.
- Once the images have been used, they may be stored on the secure One Drive Staff area (private area for staff only on the school secure server) for that academic year or deleted.

Photographs or Videos at School Events

Parents and carers are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. Recording and photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached. At the start of any performance, parents are reminded about their responsibility in relation to taking photographs or videos and that images taken are not to be shared via social media.

Social Media (Please also refer to our school's policy for Social Media)

Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even quite different interests. Guests can be invited to view personal spaces and leave comments, over which there may be limited control. There is increasing educational potential of such tools, for example in the use of blogs and wikis to improve writing.

However, whilst direct access to social networking sites in school is limited and regulated, a significant number of pupils in upper KS2 now use social networking out of school hours on a regular basis. As a school, we recognise that they may need guidance and support in knowing how to stay safe in such sites, and parents may not know what advice to give them. Pupils need to be encouraged to consider the implications of uploading personal information and the relative ease of adding the information and the practical impossibility of removing it.

Pupils need to be taught the reasons for caution in publishing personal information and photographs on the Internet and on social networking sites. Our Online-safety Policy aims to provide guidance and council on keeping safe within social networking and personal publishing. Specific council is:

- Within school hours, the school blocks access to social networking sites unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind, which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended,
- Pupils are advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas.
- Staff must ensure their profiles on social networking sites are private and not to add past or present pupils as friends. They are regularly reminded at weekly staff meetings about this expectation.
- Staff should not give out their personal email address to parents. All communications must go through the school office.
- Staff and pupils are advised on security and encouraged to set passwords, deny access to unknown individuals, and instructed how to block unwanted communications. Pupils are encouraged to invite known friends only and deny access to others. They are advised not to publish specific and detailed private thoughts.

We very much acknowledge that we cannot act in isolation and parent's co-operation in supporting these steps is greatly appreciated.

Identifying Children/Websites

Parental consent for their child to be photographed and for these to be used as describes below is obtained as part of our school annual Acceptable User Agreements. Additional consent is obtained when children take part in sporting activities and on other occasions if photographs are going to be used to celebrate the event. If a child's image appears

in a local press article, or other publicity material and their full name appears alongside the photograph, parents are asked for their consent.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. Photographs are used extensively throughout our school, but generally to capture a particular experience or something a child has achieved. In addition, we may use photographs for the following:

Photographs	Purpose
Examples of children's learning & development	To create displays that demonstrate children's learning. As evidence to go in Learning Journeys to share with parents and children. To evidence practical activities.
Displays of Children's Work	A record of ideas and reference for future use.
Within the Classroom	To demonstrate the range of activities provided.
Whole School Films	Share with children, parents and visitors.
Special Events & Festivals	As a record and to show children and parents a range of diversity/cultural experiences; photographs may be posted on to the School's website
Photographs of Staff Interacting with Children	To demonstrate good practice within school.
School Visits	To share with peers and family after the visit and to create an evidence base for learning outside the classroom.
School Website & Social Media	To celebrate the children's experiences within the school and amazing learning opportunities within the curriculum.

Procedures

The following procedures must be adhered to by staff, volunteers, students on work placement, parents and visitors to Woodstock CE Primary School.

We will refer to mobile phones, smart watches and other personal technology as 'mobile device' – and these reference 'personal' devices and not school owned devices.

- Mobile devices should not be carried by any member of staff, volunteer or helper, either inside or outside, during School opening hours. The only exception will be the use of a personal mobile phone in the event of an emergency and of land-line failure, or in case of an emergency on a school visit.
- All personal devices must be turned off or switched to silent, and kept inside a bag, in the class cupboard and out of sight.
- You are asked to give the school land-line number to any person who may need to contact you in an emergency (01993 812209).
- Mobile devices may be accessed during mid-morning and lunch breaks but away and out of sight from pupils.
- Mobile devices should not be used to take photographs of children at any time.
- Only school designated devices can be used to take photographs of children.
- Photographs can only be downloaded onto the secure One Drive Folder which only staff can access – this is on a private area of the server on the school system.
- In accordance with the Data Protection Act (1998) photographs will be deleted from the camera and shared drive when they have been used, or within that academic year.
- All teachers are responsible for ensuring the safe downloading and removal of photographs to and from the designated devices and staff shared area – the Online-Safety Lead monitors and reviews termly.
- Parents and visitors to school classrooms should not take photographs of children or the setting using mobile devices, without permission of the school.

USE OF MOBILE DEVICES IN SCHOOL

Introduction

This policy provides guidance on the appropriate use of personal mobile devices by members of staff and children, including bringing mobile devices to school.

Any Mobile Devices with Cameras (or any similar devices with mobile features)

Most mobile devices have an in-built camera. A built-in camera enables users to take high quality pictures. These can then be sent instantly to other mobile devices or email addresses. They can also be posted on the internet or on social media sites.

There is the potential for mobile devices to be misused in schools. They can become an instrument of bullying or harassment directed against children and staff.

Woodstock CE Primary School Mobile Phone Policy for Staff

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

- Outside of their contracted working hours
- Discreet and appropriate e.g. not in the presence of children

Mobile phones should be put onto silent and left in a safe place, out of sight during school hours. Woodstock CE Primary School will not take responsibility for items that are lost or stolen.

Staff should never contact children or parents from their personal mobile phone or give their mobile phone number to children or parents.

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

Regarding devices with cameras, a member of staff should never use these to photograph a child/children or allow themselves to be photographed.

The key aims of this guidance should be seen as a safeguard measure 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 disciplinary action.

Woodstock CE Primary School Mobile Device Policy for Pupils

Our school's policy is that pupils are not allowed to have any personal mobile devices or other similar devices in school (for example Smart devices that have the same features as a mobile phone), which could pose a risk to themselves or others. Parents may request that such devices are kept with class teachers for pupils who may need them on their journey to and from school. Children are not allowed to have any mobile devices on them for use during school hours. A system of checking-in and checking-out devices is in operation via within individual classes.

If authorisation has been given, the mobile device is handed into the class teacher first thing in a morning, where it is kept securely; it can be collected at the end of the day.

Monitoring and Review

This policy will be reviewed on an annual basis by the Headteacher and Governing Board.

The next scheduled review date for this policy is January 2025

The DfE have published school guidance for the use of Mobile Phones in School which is taken into consideration as part of our practice and policy:

https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf