



Mobile Phone and Camera Policy

Aim

To provide clear procedures to all staff and visitors on the use of mobile phones/cameras whilst working at Birches First School.

Purpose

To provide protection to staff and children from inappropriate use of mobile phones and cameras.

Procedure

All personal mobile phones and cameras belonging to staff will be kept in an area designated by the Headteacher (Bags/Cupboards). Mobile phones must not be on display at any time. Mobile phone calls/texts may only be taken whilst during breaks in the staffroom or **empty** classrooms. Accessing any social networking sites is prohibited whilst at Birches First School. Any emergency calls can be made to and from the school land line.

The following must be adhered to:

- I understand that Birches First School will monitor my use of technology systems, email services and other digital services.
- I understand that the rules set out in this agreement also apply to use of school technology devices off-site.
- I understand that the school digital systems are primarily intended for professional and educational use.
- I will not disclose my username or password to anyone else, nor will I try to use any other user's access details.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not (attempt to) access, copy, remove or modify any data stored on the school's network, unless permission from the owner has been granted.
- I will not open any attachments on any digital service or any files, such as those on a USB device, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not take any technological device(s) off-site unless permission has been given by the Headteacher.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that if I fail to comply with this Mobile Device Acceptable Use Policy, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Multi-Academy Trust and in the event of illegal activities the involvement of the relevant enforcement authorities.

During visits, staff may have use of their mobile phone strictly for the use of keeping in contact with other colleagues and for making or receiving emergency personal calls.

In school and on visits only images can be taken and stored on the designated school iPad. Photographs can be taken to record a child's progress, for internal use and occasionally used for external publication (on this occasion written permission will be required beforehand from a parent) (See pupil restriction list). Staff are prohibited to use personal cameras in school and during outings.

It is difficult for visitors to relinquish their phones when on site, but Birches First School would prefer visitors to keep mobile phone calls to a minimum and to use mobile phones only in the staffroom and off school premises.

Visitors are not permitted to record or photograph the children anywhere on the premises or grounds by any means unless permission has been sought from the Headteacher.

Staff will monitor all visitors to ensure this is not breached.

Equal Opportunities, Safeguarding

This policy endeavours to follow these guidelines -

- Equal Opportunities and Race Equality
- Special Educational Needs and Inclusion
- Able Pupils
- Dyslexia Friendly
- Disability Equality Scheme
- Keeping Children Safe in Education 24
- Safeguarding

At all times and in all circumstances, teachers and other staff are responsible for safeguarding the welfare of all pupils.

I declare that by signing below, I agree to all the above and wider conditions to using any digital device on or associated with the Birches First School network.

Signed: _____

Print Name: _____

Role: _____

Date: _____