



# **Harefield Junior School Mobile Phone, Watches and Electronic Devices Policy**

*May 2018*

## **Use of Mobile Phones and Other Electronic Devices Policy**

### **Rationale**

Harefield Junior School acknowledges that mobile phones and other electronic recording devices are a part of everyday life for most members of the school community. Such devices include: mobile phones/iPads/iPods/handheld console/tablets and watches.

It is our responsibility to provide a safe and secure environment in which the entire school community are safe from images being recorded and used without prior knowledge or consent.

It is also important that we monitor the use of any electronic devices that could interfere with a member of staff ability to be fully engaged in their work.

Our aims are:

- To have a clear policy on the acceptable use of mobile phones, cameras and devices that is understood and adhered to by all parties concerned without exception.
- To promote safe and appropriate practice through establishing clear and robust guidelines. This is achieved through balancing potential misuse with the recognition that mobile phones and other electronic recording devices are effective communication tools.

The use of such devices is subject to the following strict guidelines:

### **Staff use of personal devices**

- Staff are not permitted to use their own mobile phones and or personal devices for contacting children.
- Staff should not use personal devices to take photos or videos of pupils and will only use school designated devices for this purpose. If anyone sees someone using a personal device with a camera to take images, this should be reported immediately to the nominated safeguarding person in the school. This is consistent with the safeguarding principle that if anything is seen that puts safeguarding at risk is should be reported immediately.
- Staff and volunteers should not use personal mobile phones and other electronic devices for personal reasons whilst they are responsible for children in teaching situations and in the playground. Staff may access their personal devices whilst off duty but not in designated areas used by children.
- On off-site visits, adults should ensure that they have access to a mobile phone and that this is switched on. These should only be used if there is an emergency or if they need to contact the school or other group leaders.
- For off site visits there is a school mobile phone.

- If a member of staff needs to make an emergency call during teaching time, they should go to the school office. If they need to be contacted in an emergency they should leave details with the school office.

### **Staff/adult use of school designated devices**

- Only authorised school technology may be used to record children's activities.
- On trips, staff and volunteers should only use school devices for the purpose of taking photographs/videos.
- In school, visitors accompanied by staff may be granted permission to use authorised devices for the purpose of recording work.
- All members of staff are responsible for the location of electronic devices within their rooms. Devices which store data, children's information or photos must be password protected.

### **Parents/Carers**

- Parents are permitted to use their own devices to take photos and videos at school events. They are not permitted to upload these to social media sites if they contain images of children, other than their own without permission. Parents are reminded of this before performances.
- Parental permission must be granted before images are used in school publications and on the school website. Permission is sought on a child's entry to the school.

### **Pupils' use of personal devices**

- Pupils will be provided with appropriate school devices to use in specific learning activities under the supervision of staff.
- If children bring mobile phones or electronic devices into school they will be held by the teacher until the end of the day.

### **Breach of policy**

- If an adult breaches school policy, concerns will be taken seriously, logged and investigated appropriately.
- The Head of School or Executive Head teacher reserves the right to check the image content of staff's, parent's, visitor's or volunteer's mobile phone or other electronic recording device, should there be any cause for concern over the appropriate use of it. Where the right to check is refused then the police may be contacted. If inappropriate material is found, Child Protection procedures will be initiated.

Date of next review: May 2020