



# Grampian Primary Academy

Grampian Way, Sinfin, Derby, DE24 9LU

Phone & Fax: 01332 765546

e-mail: [admin@grampian.derby.sch.uk](mailto:admin@grampian.derby.sch.uk)

Website: [www.grampianprimary.org.uk](http://www.grampianprimary.org.uk)

Headteacher: Mrs. M. Murfin



National 'Outstanding Winner'  
21<sup>st</sup> Century Learning Alliance Award

## Acceptable Use of Cameras and Mobile Phone Policy

### Statement of Intent

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 and cameras around children

### Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

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

### Personal Mobiles - Staff

Grampian Primary Academy 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 or parent/carer using their personal device.

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

All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom.

Mobile phone calls may only be taken at staff breaks or in staff members' own time. The use of mobile phones during teaching time is strictly forbidden. No member of staff should have their mobile phone with them whilst teaching except in circumstances where they have been granted permission by a member of the SLT.



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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.

All staff need to ensure that the main office 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.

Staff members are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and tablets

Staff should report any usage of mobile devices that causes them concern to the Headteacher. 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.

## Mobile phones for work-related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However staff should ensure that:

Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).

Mobile phones should not be used to make contact with parents during school trips –all relevant communications should be made via the school office.

Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

## Personal Mobiles -Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:



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

If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school: -the parent must discuss the issue first with their child's teacher. -the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated and returned at the end of the day. Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' -refer to Anti-Bullying Policy.

## The use of Cameras

Only school owned cameras should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras and school memory cards should never be put in to personal cameras.

School camera memory cards should be downloaded on to school computers only.

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development.

In some circumstances, children may be allowed to take their own cameras on school visits but staff should monitor their use.

Photographs of children should always be taken when they are in open spaces and visible by other adults.

Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.

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



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Permission to take photographs of children at school must be granted by the parents/carers. Staff should take all reasonable action to obtain permission as we recognise that photographing children's learning and development is an excellent assessment for learning tool. However, if parents do not wish for photographs to be taken, they can opt out. Parents can also specify if they consent to photographs being used in school, on published material or both. It is the class teacher's responsibility to liaise with the office in order access records of parental consent and ensure that photographs are used in accordance with parents/carers wishes.

## Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our Acceptable Use of Cameras and Mobile Phone Policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

## 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.

## Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.