



Mobile phone / telephone / camera / video recorder / IPAD usage policy.

To ensure the safety and welfare of the children in our care we operate this policy which stipulates that personal mobile phones, camera and video recorders cannot be used in the presence of children on the premises or when out on educational visits, unless in an emergency on a visit. We also adhere to the wider school policy.

Pupils' mobile devices.

Most people have mobile phones and this makes us accessible at all times. Pupils are vulnerable to both online bullying and peer pressure through the use of mobile phones. Pupils often use mobile phones for self-regulation and entertainment on their journey to and from school, however, within the whole school environment, with children of different ages, this is not appropriate. It is expected that pupils will hand in their mobile devices at the school gate and that these will be stored securely in the school office, pupils can collect their devices at the end of the school day.

Post 16 pupils will be expected to hand in their phones to be locked away for school based activities but will have access to them when out in the community. This is to encourage independence.

At no point should a pupil take a photo or video of another pupil on their phone when at school. This policy links directly with the behaviour policy and consequences for non-adherence will be enforced.

Staff mobile devices.

It is important that staff model the behaviour expected of the pupils by not using mobile devices in front of them.

Staff will have personal mobiles but these must not be used in any classroom where children are present. If staff have a personal emergency during the school day they are free to use the school phone or can use their mobile phone within the staffroom. If there is a need for privacy then they can come to the school offices area and ask for a private room to make the call.

At no point should pupils or class work be photographed or videoed on a personal device, **ONLY** school owned devices can be used.

The Headteacher and Deputy Headteacher have work mobile phones. These are used for phone calls, texts and emails for work and to take photographs for Twitter usage (which are deleted once taken). They are not used for personal phone calls and personal e mails are not accessed through these.

Staff should not phone or text parents from their personal devices.

Staff should only their personal mobile phone on school trips in the case of an emergency in order to contact the emergency visits contact numbers. On overnight trips parents should be given an emergency contact phone number, usually the Headteacher's or Deputy Headteacher's work mobile number.

In line with the Code of Conduct and Staff Disciplinary policies, there will be sanctions for misuse of mobile phones and other technology.

Visitors mobile devices

Parents / carers and visitors to the school are not allowed to use mobile phones within school. If a member of staff sees a parent, carer or visitor using a mobile phone in the presence of children they should ask them to put it away. If they will not follow guidance then they need to ensure that the Headteacher or Deputy Headteacher know immediately.

On occasions, such as plays and assemblies parents/carers may wish to take photos or video of their child performing. It will be stipulated that these are not shared on social media.

Contractors may need to use their mobile phones for their work and should not be in contact with the children. They will be informed, on arrival to site, not to use their mobile phones if children are in present.

Other technology.

The development of technology means that I Pads, other tablets, cameras and video cameras can be used to produce and record evidence of work towards targets. They can also be used to track work and share with pupils and parents /carers.

It is essential that **ONLY** school equipment is used to record work or take photographs / video of pupils. These will be password protected. Equipment should be locked away overnight to ensure security.

The rise in online, cloud based, assessment systems mean that staff may need to access assessment systems such as Tapestry and Solar at home. These are password protected and should be **ONLY** accessed on a work lap top not on personal computers. Data held in these applications are encrypted and backed up externally and comply with GDPR.

All staff are aware that they need to check for photographic permissions before taking photographs of the children. These can be found on Scholarpack. Children with no parental consent for images should not have their photograph taken to be viewed externally such as in newsletters or be on the school website. Some pupils have specific permission to appear on Twitter and only these children will be posted.

Children can be photographed working for the purpose of their Solar or Tapestry assessments or for evidence in books / folders. These are not to be shared publicly.

Monitoring and reviewing.

It is the responsibility of all classroom staff to follow this policy. The Senior Leadership Team will carry out monitoring as part of the whole school monitoring system. This policy will be reviewed every 2 years and will evolve to incorporate new technologies and its' use in the classroom.

Loss, theft or damage.

Rigby Hall School do not take any responsibility for the loss, theft or damage of personal devices bought in to school. Pupils' devices are locked away securely during the day and staff should lock their phones in a drawer on in the staff room.

If a device is found please bring it to the office where it can be stored safely and returned to its' owner.

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Written by Samantha Hayward

Date: 13/5/2019

Review Date: May 2021

Signed.

