KING EDWARD'S PRE-PREP SCHOOL POLICY DOCUMENT

Title: **Acceptable Use of Mobile Phones, Mobile Devices and Cameras Policy**

Policy Category	Pastoral Policy
Current Author	JG
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Application	Pre-Prep School
Staff Responsibility	Head & PPMT

Acceptable Use of Mobile Phones, Mobile Devices, Cameras and All Other Electronic Devices with Imaging and Sharing Capabilities Policy

Rationale

The safety of all our children at King Edward's Pre-Prep is of paramount importance. 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 cameras and all other electronic devices with imaging and sharing capabilities around children

Mobile phone (and all other electronic devices with imaging and sharing capabilities) technology has become more sophisticated over recent years to include cameras, video and audio recordings as standard. Cameras are an essential part of teaching and learning at the Pre-Prep and as such staff and pupils are encouraged to use them in a positive way to support the teaching and learning that takes place. There are, however, associated risks to young children; the school is committed to having the appropriate guidelines in place to keep our children safe and protect staff from any suspicion of wrongdoing.

Aim

To have a clear policy on the acceptable use of mobile phones (and all other electronic devices with imaging and sharing capabilities), cameras and images that is understood and adhered to by all parties concerned without exception.
This includes staff, parents, visitors into the school, volunteers, contractors etc..
in order to protect our children from harm.

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

Mobile Phones

- Mobile phones are not permitted in classrooms and must be stored in a secure place such as lockers in the staffroom or in the school office.
- The personal use of mobile phones is limited to break times and lunch times unless authorised by the Head. Personal use of mobile phones must take place in the staffroom or an area away from any children e.g car park. 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 the Headteacher. 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, staff room or away from the school premises (permission must be sought from the Headteacher or Key stage coordinator to leave the building). Under no circumstances are images, video or audio recordings to be made on mobile phones or other personal equipment without the consent of the Headteacher.
- Staff must not use their own mobile phones for contacting parents and carers unless authorised by the Head.
- The work mobile phones do not have a camera or image making facility, they will be carefully labelled as such and their use monitored by the Head.
- All parents and visitors to the school are asked to leave their mobile phones in the office(and all other electronic devices with imaging and sharing capabilities),
- Children are not allowed under any circumstances to bring mobile phones or watches with photographic capability into school.
- Staff who volunteer to drive on behalf of the school must ensure work mobiles are switched off whilst driving.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Pre-Prep. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only school equipment can be used by staff to record images.

Guidelines

- Adults other than teachers and teaching assistants are not permitted to take photos of children unless specific permission is given by the Headteacher
- It is NOT PERMITTED to take photographs of children in toilet and changing areas
- This policy applies to any photographic or video equipment, including webcams, ipads etc..
- As outlined in the School's Privacy Notice, under the legitimate interests of the School, we may take photographs or videos of pupils to use on social media and in the School's communication materials, including on the School website. This is to share news with the School community and prospective parents, as well as to advertise the School. We may continue to use these photographs and videos after a child has left the School. From time to time, we have photographers in from local papers, in which case approval from parents will be sought prior to publication.
- There are occasionally exceptional circumstances relating to child safeguarding that would prevent us from using an individual pupil's photograph in this way. If a parent believes their child falls into this category, they are asked to email pre-prep@kesbath.com so we can evaluate their request.
- The full Privacy Notice can be seen on our website at: www.kesbath.com/policies.
- Particular care is taken where images are likely to be viewed by others, full names of children, their personal details MUST NOT appear next to a child's photograph on displays, marketing magazines, newspapers, school website etc..
- The Headteacher is responsible for ensuring the acceptable, safe use and storage of all camera technology and images
- All images should be stored on the 'S' drive on the Pre-Prep photo area on the school network. The following areas for storing photos should not be used - use of personal USB sticks, personal drive on the school network, hard drive of a school or personal lap top computer.
- Photos should be processed for limited, specifically stated purposes only
- The Headteacher reserves the right to view any images taken and to withdraw an individual's right to take photos
- Staff have a responsibility to report to the Head any concerns over the misuse of cameras and images.
- A parent or carer reserves the right to withdraw their consent for their child's photo to be taken at any time. Partial or restricted consent may be given by the parent or carer.
- Parents may take photos of their own child performing e.g in Nativity plays as long as the images are for their own personal use. The use of such images and recordings for any other purpose without express permission is prohibited. The Headteacher has the right to refuse parents and carers the opportunity to take photographs and make videos e.g on health and safety grounds. This right will be implemented should

it be deemed appropriate e.g if an excessive amount of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk, the following statement will be given to parents:-

I am sure that parents, carers and grandparents will want to take pictures and videos of their son, daughter or grandchild. Please feel free to do this, as I am sure that you are all proud of your little angels, donkeys or wise men. However, we ask you not to share these images or video on social networking sites as all images and video should be for personal use only.

- The taking or making of images of a child in a one-to-one situation with an adult is to be avoided
- Images of children must only be taken when they are in full or suitable dress
- Any professional photographer employed by the school must work according to the terms of this policy. Only reputable photography agencies and/or professional photographers will be used.
- Photographers are to be treated as visitors; supervision will be in place at all times
- Children in the Pre-Prep and on trips will be encouraged to use cameras appropriately
- Parental consent must be obtained before webcams will be used within the school. Before seeking such consent, full details of why a webcam is to be used will be provided.
- Interactive Learning Diaries (ILD) will be password controlled. Only staff designated by the Headteacher will be given a secure password to access the ILD and parents will have their own unique password to view their individual child.
- Images will not be kept for longer than necessary (see data protection policy)

These guidelines will be regularly reviewed and monitored.