

The Saints' Federation

- St Peter's CE (A) First School, Alton
- All Saints CE (C) First School Denstone
- St Augustine's CE (A) First School, Draycott in the Clay

Mobile & Digital Technology Policy

Reviewed and revised January 2017

Signed.....Chair of Governors

.....Head teacher

Next review January 2018

Philosophy

In order for the governors of The Saints' Federation to ensure the safety of all who attend or work the school they have set the guidelines below. This document is linked to the school's Foundation Stage Policy, the Safeguarding Policy, Code of Conduct Policy and E-Safety policy.

Aims

To ensure the safety of children, staff, students and volunteers.

Guidelines

Pupils

- 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 school office first thing in the morning and collected 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.

Staff, Governors and volunteers

- Staff, Governors and volunteers should not use mobile phones to receive or make phone calls or to access the internet in school when working with or in the vicinity of children.
- Personal phones should be in a secure place, which cannot be accessed by pupils, and be switched off or silent.
- Personal phone calls should only be made during break times or before or after school.
- Incoming calls should be on answer phone and accessed as above.
- In the case of emergencies, incoming calls should be made to the school office and these will be relayed by a member of staff and, if immediate response is required, arrangements to oversee children will be made.

- Mobile phone cameras must not be used to take photographs of children. School cameras and tablets are provided to record activities for assessment purposes or for evidence or activities or performances.
- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- In accordance with guidance from the Information Commissioner's Office⁽¹⁾, parents are welcome to take videos and digital images of their own children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents comment on any activities involving other pupils in the digital or video images.
- Staff and volunteers are allowed to take digital or video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, as outlined above.
- Care should be taken when taking digital or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can be only published with the permission of the pupil and parents or carers.
- Staff must ensure that, at all times, they take care to ensure the safe keeping of personal data, minimising the risks of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.

- Transfer data using encryption and secure password protected devices.
- When personal data is stored on any computer system, memory stick or any other removable media:
 - The data must be encrypted and password protected.
 - The device must be password protected e.g. memory stick, hard drive.
 - The device must offer approved virus and malware checking software.
 - The data must be securely deleted from the device once it is transferred.
- All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.
- Personal data e.g. assessment information, can only be stored on school equipment (this includes computers and portable storage media (where allowed)). Private equipment (i.e. owned by the users) must not be used for the storage of personal data.

The only exception to these guidelines is when staff use their mobile phones for emergency contact when they are out of the classroom environment e.g. on the school field or on a school trip.

Visitors

Visitors to the Early Years area are not permitted to bring mobile phones into the school, they can be left securely in their vehicle or with the office manager. Visitors will be asked about mobile phone usage when they sign in at Reception, the poster attached below is displayed in the school reception. If a phone is required for their visit (ie service engineer) the visitor must be supervised at all times during their time on school premises.

Dissemination

The mobile phone policy will be shared with staff, governors and volunteers as part of their induction. It will also be available to parents via the school office and website. The use of mobile phone poster Appendix A, will be displayed in the main entrance to the school.

Links

(1) <https://ico.org.uk/for-the-public/schools/photos/>



**THE USE OF MOBILES PHONES AND CAMERAS BY
PARENTS,CARERS AND VISITORS**

**MOBILE PHONES ARE NOT TO BE USED IN THE SCHOOL
(THE ONLY EXCEPTION TO THIS IS IN THE FRONT WAITING
AREA OR WITH THE EXPRESS PERMISSION OF A MEMBER OF
STAFF).**