



Acceptable Use of Mobile Phone, Camera and Electronic Device Policy 2023-2025

St. John's Meads Church of England Primary School

This policy was adopted on 4th October 2023

This policy is due for review 4th October 2025

Our Vision

Loving learning and loving one another, as God loves us.

Celebrating success in its many forms and overcoming challenges.

Praying for and caring for our whole community.

Living in the light of Christ and as a light to others.

Introduction:

An integral part of our school vision is *caring for our whole community*. This includes respecting the privacy of each individual. The potential inappropriate use of mobile devices (such as mobile phones, tablets, iPads, iPods and Smartwatches) undermines this. This Acceptable Use Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed.

St John's Meads has a clear policy that provides teachers, pupils, parents and carers with guidelines and instructions for the appropriate use of mobile phones, cameras, smartwatches and other electronic devices in school, during school hours and when on the school site.

This guidance serves as a means to safeguard members of staff, pupils, parents/carers, the school and the Local Authority.

Staff Policy:

St John's Meads allows staff to bring in personal mobile telephones and devices for their own use. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Staff use of mobile phones during their working day should be:

- Outside their contacted hours or during allocated breaks
- Discreet and appropriate e.g. Not in the presence of pupils
- If required for use of soft keys (e.g. CPOMS)

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 – out of reach of children – or in their personal locker. Mobile phone calls may only be taken at staff breaks or in staff members' own time/non-contact time. The school cannot take responsibility for items that are lost or stolen. 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 for a specific and legitimate reason.

All staff need to ensure that the main office has up-to-date contact information. All staff must ensure that their families, children's schools etc. are aware of the emergency work telephone numbers (i.e. the school's telephone number). This is the responsibility of the individual staff member.

It is the responsibility of all members of staff to be vigilant and report any concerns, including concerns around the use of mobile devices, to the Head Teacher or SLT. Concerns will be taken seriously, logged and investigated appropriately (see Whistleblowing Policy).

With regard to camera phones, smart watches and/or other devices, a member of staff should never use their personal device(s) to photograph a pupil(s) or a pupil's work. Staff should also never allow themselves to be photographed by pupils using personal devices. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the head teacher must be informed immediately. If the head teacher is the focus of concern, the chair of governors must be informed. See Whistleblowing Policy for reporting concerns about other individuals.

This guidance should be seen as a safeguard for staff and staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedure.

Parent, Carer, Visitor, Volunteers or Governors In School Policy

All visitors or volunteers in school should only use their mobile phone/devices within the confines of the school office or staff room. Personal cameras, smart watches and mobile phone cameras should not be used to take pictures of children or children's work. If parents who accompany children on a school trip are asked by the teacher to

take photos as a record of the educational visit, they will be issued with a school device. Parents and other adults accompanying children on school trips should not use their mobile cameras or other devices to take pictures of children.

During school events such as sports days, parent events, performances or class assemblies, parents and carers are allowed to take photographs of their own children but are reminded these are for personal use only and not to be shared on social media.

Pupil Policy:

Only children in Year 6 are permitted to leave the school site without an adult at the end of the school day. This can only happen with written consent from a parent or carer using the following form:

https://sjm.academy/wp-content/uploads/2023/05/Walking-home-_-collection-from-school-May-2023.pdf

Linked to the need for children to be contactable while on their journey to/from school, it is only children in year 6 who may bring a phone or smart watch in to school.

Seeing as the rationale for sending children to school with mobile phones/smart watches is largely to do with safety and contactability whilst travelling to and from school alone, it is therefore only children in year 6 who may bring a mobile phone/smart watch in to school.

When a child needs to bring a phone/smart watch into school:

1. a permission slip (Appendix 1 of this policy) must be signed by the parent/carer
2. the phone/smart watch must be left in the school office at the start of the day
3. the phone/smart watch must be collected from the school office at the end of the day.

Phones/smart watches should be clearly labelled so that each pupil knows their own phone. Parents are advised that St John's Meads accepts no liability for the loss or damage to mobile phones/smart watches which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, smart watch or camera, the device will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the device. The device will be stored by the school office. The pupil may collect the device at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone or any other device of either other pupils or teachers, this will be regarded as a serious

offence and disciplinary action will be taken according to our Behaviour policy. Parents / carers will be involved in this process.

If images of other pupils or a teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the parent or carer in the presence of a member of staff.

For sexting and the sending/receiving of sexual imagery, nudes or semi-nudes, please see further and more detailed guidance in our child protection policy: <https://sjm.academy/wp-content/uploads/2023/09/SJM-Child-Protection-and-Safeguarding-Policy-2023-2024.pdf>).

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents talk to their children about the appropriate use of text messages / messaging apps as they can often be used to bully other pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Contact between staff and pupils/parents/carers:

Under no circumstances does the school allow a member of staff to contact a current pupil using their personal device. Doing so would lead to disciplinary action under the Whistleblowing Policy.

If staff members need to contact a parent / carer using a personal device, it is the staff member's responsibility to ensure they withhold their personal telephone number. This can be done by managing their own device's settings, or by dialling 141 before the number.

There may be very rare circumstances – such as a school trip – when staff need to share their personal telephone number with parents, carers or other volunteers accompanying the trip. These occasions must be discussed with and approved by SLT. The personal telephone numbers of staff will only be shared on these occasions under the proviso that this number will not be saved or used in any other circumstances.

In the case that a member of staff is also a parent/carer of a child at the school, it will be their personal decision as to whether to share their contact details with other parents/carers within the school community. This may be through the means of class WhatsApp groups, or other social media forums. It is the staff member's responsibility to ensure that their behaviour when in contact with other parents and carers follows the guidance on honesty and integrity as per 2.6 of the Employee Handbook. Most notably, staff members must:

- ensure that they conduct themselves in a manner which does not discredit them or the school, Trust or Academy
- ensure that they do not compromise the mutual trust and confidence that exists between the school, Trust or academy and the staff member themselves

The Use of Cameras:

Only school devices may be used to take photos of children. Anyone in breach of this must be reported to the Leadership Team immediately. The photos will be removed from the device and the Headteacher will determine if any further action or training is required for the individual. At St John's Meads, the devices that could be issued are:

- iPad (1 per each year group)
- Yellow Nikon Coolpix camera
- Sony video camera
- Any other device that has been approved by the senior leadership team

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

The policy supports the Health & Safety, Anti bullying, Child Protection & Safeguarding and E-safety policies. This policy will be monitored and reviewed as required but at least every two years.

Mobile Phone Parental Consent Form



Dear Parent/Carer

In accordance with our 'Acceptable Use of Mobile Phone, Camera and Electronic Device Policy' , if your child is bringing in a mobile phone or other device to school on a regular basis, please sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone – on silent – to the school office first thing in the morning before they go their classroom.
- Your child needs to collect their phone from the school office at the end of the day.
- The school bears no responsibility for the loss or damage to a mobile phone.
- Your child’s phone should be appropriately labelled and recognisable.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Yours sincerely

Katherin Weeks
Head teacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

in Year 6 to bring their mobile phone or other device into school.

We have read the policy and understand its implications

Signed

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE.