



**Crowlands Primary School
&
Newtons Primary School**

**Acceptable Use Policy
2016 - 2018**

Revised: Leadership Team EHT
Review Date: November 2016
Next Review Date: November 2018

The Growing Together Federation

ACCEPTABLE USE (of cameras & mobile phones) 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:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone 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:

Mobile Phones

- The School 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 left inside their bag throughout contact time with children. Staff bags should be placed in their locker or cupboard.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting with the permission of the Head.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head and the mobile phone should be placed out of sight and reach of the children.

- Staff (will need to) ensure that the school 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.
- All parent helpers/students will be requested to place their bag containing their phone in the classroom cupboard or another appropriate location and asked to take or receive any calls out of sight and hearing of any children.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Head in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

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 of recording their progression in the Early Years Foundation Stage and in other year groups on occasions. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated school camera is to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the lockable black cabinet when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should be downloaded on-site. Should this facilities not be available these may be downloaded off-site and erased from the school laptop computer or memory card as soon as the images have successfully been printed.
- Under no circumstances must cameras of any kind be taken into the toilets without prior consultation with the Head.
- If photographs need to be taken in a toilet, i.e. photographs of the children washing their hands, then the Head must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

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