

# Mobile Phone, Portable Devices, Camera & Wearable Devices Policy



Lisburne's aim is to provide quality inclusive education for all pupils and access to the full range of National Curriculum subjects in a safe, caring environment where all achievements are valued and celebrated.

Lisburne School is committed to Safeguarding, promoting the welfare of all its pupils and to protecting them from the risks of harm. The Governors expect all staff, students and volunteers to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school has an active part to play in protecting children from harm and promoting their welfare.

As part of Lisburne's commitment to safeguarding and child protection we fully support the government's Prevent Strategy.

We aim to fulfill the Prevent Duty by protecting our pupils from harm and to ensure they are taught in a way that is consistent with the law and British Values. We aim to: raise awareness, enable learners to make a positive contribution and safeguard the wellbeing of our children.

Policy agreed by GB on

December 2018

Policy shared with staff on

January 2019

## Aim

To have a clear policy on the acceptable use of mobile phones, portable devices, cameras and wearable technology that is understood and adhered to by all parties concerned without exception.

## Mobile Phones & Portable Devices

Lisburne School allows staff to bring in personal mobile phones for their own use. All staff must ensure that their mobile phones are left inside their bag throughout contact time with children. Staff bags should be placed in a secure place within the classroom or staff room unless requested by the head teacher to move them to another appropriate location.

Mobile phone calls may only be taken at staff breaks or in staff members' own time. 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 or the staff room. If any staff member has a family emergency or similar and need to keep their mobile phone to hand, prior permission must be sought from the head teacher.

All students, volunteers, work experience and parent/carer helpers are required to place their bag containing their mobile phone in a secure area within the classroom or staff room and asked to take or receive any calls in the staff room or office.

During group outings the school's mobile phone and/or class phones will be taken for use in emergencies, members of staff should not use their own personal device.

Members of staff should not use their own mobile phone to contact a current pupil or parent/carer during emergencies or at any other time.

Parents/carers visiting school will be asked not to use their mobile phone within school. Should the need arise for them to use their mobile phone, they will be shown to an area where they may use their mobile phone eg the staff room or office.

Mobile phones must not be used to take photographs of children. On occasions (eg school performance or sports day), when permission is given, parents/carers may take photographs of their own child using their mobile phone or portable device.

Users bringing mobile phones and portable devices into school must ensure there is no inappropriate or illegal content on the device. It is the responsibility of all members of staff to be vigilant and report any concerns to the head teacher. The class teacher, in the absence of the head teacher reserves the right to check the image content of a member of staff's mobile phone or portable device. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

Should inappropriate material be found then the Child Protection Officer will be contacted immediately. We will follow the guidance from the Local Authority as to the appropriate measures for the staff member's dismissal.

It is the responsibility of each member of staff to ensure their families, children's schools etc have their work emergency contact telephone numbers. Staff also need to ensure that the head teacher/school office has their up to date mobile phone numbers.

### Wearable Devices

Lisburne school allows the wearing of 'wearable devices' eg Smart Watches that have the capacity to take photographs, however, it is the expectation that whilst in contact time with Lisburne children both within and outside of the school environment this facility be disabled.

This also applies to apps on their 'wearable devices' that could compromise the safety of the children eg 'Walkie Talkie' that allows others to pinpoint exact locations and listen in to conversations, it is expected that these apps would be disabled whilst in contact time with Lisburne children both within and outside the school environment.

### Portable Devices

Lisburne school allows staff to bring in portable devices (eg iPads and other tablets) for their own use and may be used within school for personal use related to work eg as a diary. Portable devices must not be used as a camera within or outside the school working environment during contact time with Lisburne children. Portable devices must not be used to access social media within the school environment or when taken out of the school during contact time with Lisburne children.

### Cameras/iPads

School Cameras/iPads must be used at all times both within and outside of the school environment for the purposes of recording evidence of a child or children. Photographs are taken for the purpose of recording evidence of children participating in activities, showing progress made or celebrating achievements.

If there is a need to take photographs in the toilets, eg photographs of the children washing their hands, then the class teacher 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.

All staff are responsible for the location of the cameras/iPads and these are to be put away at the end of every session. Images taken and stored on the camera must be downloaded as soon as possible on to a school computer - ideally daily.

Parents/carers will be given permission to take photographs of their own child at eg school performances or sports day, this will be granted by the head teacher.

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