



Reviewed March 2023

## St Bertoline's C of E Aided Primary School

### Mobile Phones, Smart Watches, Tablets and Camera Policy For Employees and Other Adults

#### Overview

Technology is a crucial part of our everyday lives. Within the school environment we have to be very conscious of its use with regards to messages and images of children. In addition, we need to ensure mobile phones are not intrusive to teaching and learning or our working role.

#### Objectives

- To clarify the school position in relation to mobile phones, smart watches, tablets and cameras.
- To keep children safe and to guard the privacy of pupils and staff especially when devices have the capacity to take photographs and record a video.
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the Headteacher's permission.
- To ensure that on school premises, education or work is free from interruption and disruption caused by mobile phones and smart watches.

#### Strategies

1. Parents, employees and other adults must not take pictures or make a video recording with any device on the school premises without the Headteacher's permission.
2. During all teaching/work-time mobile phones must be kept in a secure location eg, handbag, cupboard away from pupils. They should not be left on the side in the classroom.
3. During all teaching/work-time mobile phones must be kept on 'silent mode'.
4. Mobile phones must be on silent during all meetings.

5. No employee or parent helper should be using a mobile phone (or smart watch function) at any time other than during a set break time - either for texting, phoning, dictating or checking messages. Any phone calls/text messages, should be made during a set break time preferably outside the office or in a private space away from colleagues.
6. On **NO** account should mobile phones be taken into the children's toilets.
7. On **NO** account should there be any communication via personal mobile devices between school staff/school helpers and children in our care.
8. On **NO** account should any photographs of children who are not your own be posted on any social media site.
9. It is considered inappropriate to sit in the staffroom alongside colleagues whilst texting or checking your mobile phone - this is seen as being ill-mannered and not conducive to social/professional conversation.
10. Parents are discouraged from using their mobile phones on the school premises. This is especially the case at home time when picking up children.

## **EXCEPTIONS TO THE RULE**

- At St Berteline's we sometimes use the alarm function on a mobile phone or smart watch to remind first aiders to administer medication. In these circumstances, the teacher/TA/first aider will need to keep his/her device on his/her person at the appropriate time of the day.
- On the odd occasion, staff may request permission from the Headteacher to have their mobile phone on their person if the circumstances deem it necessary or appropriate.
- On residential or other trips, mobile phones may be kept on the person/s responsible for the visit in case of emergency eg in the middle of Delamere Forest etc. Parents accompanying visits may take photographs of their own children but not group photographs involving other children.
- At sports events, eg netball, rugby, football etc photographs may be taken at the discretion of the sports teacher.