



**The Orchards Federation**

**Cherry Tree  
Primary School**

**Mobile Phone, Devices  
and Camera Policy**

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# **The Orchards – Cherry Tree Primary School**

## **Mobile Phone, Devices and Camera Policy**

### **Aims**

At The Orchards Federation the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

### **Objectives**

- To clarify the school position in relation to mobile phones and cameras
- To ensure that mobile phones and cameras are only brought onto school premises with the permission of the Executive Headteacher / Headteacher
- To keep children safe and to guard the privacy of pupils and staff especially when mobile phones have the capacity to take photographs and record video
- To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the Executive Headteacher / Headteacher's permission
- To ensure that on school premises pupils and staff have only safe access to the internet
- To ensure that education is free from interruption and disruption caused by mobile phones

### **Scope**

This policy applies to all individuals who have access to personal mobile phones and/or devices on site. This includes staff, volunteers, governors, children, parents and carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documents:

- Safeguarding Policy
- E-safety policy
- Acceptable Use of the Internet policy and declaration form
- Child Protection Policy
- Code of Conduct (staff)

### **Pupils**

Some parents allow their children to have access to mobile telephones and digital cameras at home and in the community. There is normally no need for pupils to have a mobile phone or digital camera on school premises but we accept that there may be exceptional circumstances where parents see a need for their child to carry a mobile phone on their journey to and from school. In these exceptional circumstances parents may obtain a form and apply for permission for their child to bring a mobile phone onto school premises. Where this permission is given the pupil must comply with the requirements of this policy. Unless permission is granted mobile phones and cameras must not be brought onto school premises by pupils.

- Pupils will not be allowed to have mobile phones on school premises or to take them on visits or other school initiated activities unless their parents have sought and been granted permission to do so, by the Headteacher
- Parents must apply to the Headteacher for permission for mobile phones and cameras to be brought onto school premises by their child
- Parents seeking such permission are asked to sign a written agreement saying that they will abide strictly to this policy and they must ensure that the phone has parental controls to limit its access to

websites that are unsuitable for children

- Mobile phones and cameras brought onto school premises or on activities or visits by pupils without permission will be confiscated and parents will be required to visit the school to have the phone returned to them in person
- Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off and hand it in to the class teacher on arrival and seek its return at the end of the school day
- Mobile phones may very occasionally need to be accessed by school staff to monitor their use or content. Parents would always be consulted if this was deemed necessary.

### **Volunteers, Visitors, Parents and Carers**

- All home/school communication during the school day must be done through the school telephone system or school mobile.
- On arrival, all volunteers, visitors, governors and contractors will be informed of our expectations around the use of mobile phones/devices
- Pupils, parents or other adults must not take pictures or make video recordings with mobile phones or with any other cameras or devices on the school premises (including the field) without the Executive Headteacher's / Headteacher's permission
- Whilst on school premises or school visits, pupils and others may only use the internet via the school computer system. Mobile phones must never be used on school premises or on school activities to connect to the internet unless the Executive Headteacher / Headteacher has given permission
- Where parents and carers are accompanying pupils on school trips, they should not use their devices to take photographs of children or access social networking
- Any cyber bullying of staff or pupils, in or out of school, must be reported and then investigated rigorously, in conjunction with any relevant authority including the police if appropriate

### **Staff and Governors**

- All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in a locked cupboard or in the staff room unless requested by the Executive Headteacher / Headteacher to move them to another appropriate location.
- Mobile phone calls may only be taken during staff breaks or in staff members' own time. They must only be used in the staff room, PPA or similar room where children do not have access at any point. If staff have a personal emergency they are free to use the setting's phone, receive a call to the office or make a personal call from their mobile in the office / Headteachers office.
- If a member of staff is waiting for an emergency personal call then their phone may be left with the Receptionist who with permission will answer and then notify the member of staff.
- Staff will need to ensure that the 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.
- Staff are not permitted to use mobile phones during teaching time, assemblies, on playground duty – at any point while supervising children – with the exception of trips and visits where the use of the school mobile is permitted to facilitate the health and safety of the members of the party
- If photographs of pupils are required for display or curriculum evidence these may only be taken on a school camera / IPAD
- Staff should not switch their connectivity settings to the school wireless network when in school as this ensures that there is no access to social networking sites or private email during the school day

*It is the responsibility of all members of staff to be vigilant and report any concerns to the Executive Headteacher.*

*Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher- / Headteacher*

### **Parent Helpers**

- All parent helpers will be requested to place their bag containing their phone in the office and asked to take or receive any calls in the office area.

### **Visitors /Workmen**

- Mobile phones are to be left in the office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

### **Cameras / Photographs**

- Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage and evidence of work in KS1 and 2. They may also be used on our website and/or by the local press with permission from the parents.
- However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only designated school cameras / IPADS are to be used to take any photos within the setting or on outings.
- Images taken on these cameras 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 cameras / IPADs which should be placed within the locked cupboard of each room at the end of the day.
- Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week by a designated member of staff then deleted.
- Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Executive Headteacher / Headteacher.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Executive Headteacher must be asked first and staff to 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.

### **Productions/Outings**

- Photographs may be taken during productions/outings if permission has been granted by the Executive Headteacher / Headteacher as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

*Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.*

*Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.*

### **Outcomes:**

This policy will ensure that parents and the school work in harmony to ensure the safety and privacy of pupils and staff. It will also ensure that the teaching, learning and education of pupils is not interrupted by mobile telephones. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

**Mobile Phone Policy - Permission Agreement:**

**Parent / Guardian**

1. I have read and understand the Phones Policy of The Orchards Federation
2. I agree to abide by the conditions set out in the school policy
3. I understand that mobile telephones must be switched off on school premises and on any other school activity unless permission has been given by Headteacher.
4. My child will switch the phone off and hand it into the school office as soon as s/he arrives in school. The school will take care of the phone once it has been handed in but it will only accept phones on the understanding that it will not be held responsible for theft, loss or damage to the phone whilst it is their care. Parents must ensure that the phone is covered at all times by their own insurance.
5. I understand (4 above) and agree that I will not hold the school responsible for loss or damage to the phone whilst it is in their care
6. I will ensure that there are appropriate parental controls on the telephone that restrict it from access to unsuitable and inappropriate websites. I will ensure that those controls are switched on and I will check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable or illegal content in its memory.

Parent Name (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil's Name (print) \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Date: \_\_\_\_\_