

Oak Field School

Mobile Phone & Camera Phone Policy for School Staff

Created September 2016

Reviewed February 2018

Please also read alongside this policy

- Policy for Acceptable use of Photography
- Policy for Acceptable use of Desktop Laptops and Computers
- Acceptable Use Agreement
- Student Policy on safe use of the internet
- Sixth Form Mobile Phone Policy
- Social media and Blogs Agreement

The use of technology in Oak Field School

We believe that technology is an integral part of the modern world and that our pupils should be supported in learning about the practical use of modern technology as well as the responsibilities and risks that are associated with its use.

We also recognise that pupils need to be Safeguarded from abuse and breaches of confidentiality and therefore the use of technology in the school needs to be carefully managed.

Camera Use

We believe that photographs validate children's experiences and achievements and are a valuable way of recording milestones in a child's life. Parental permission for the different ways in which we use photographs is gained as part of the initial registration at Oak Field. We take a mixture of photos that reflect the environment; sometimes this will be when children are engrossed in an activity either on their own or with their peers. Children are encouraged to use the camera to take photos of their peers.

In order to safeguard children and adults, and to maintain privacy, cameras are not to be taken into the pupil toilets and bathrooms by adults or children.

All adults whether teachers/practitioners or volunteers at Oak Field understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.

In line with the ICT acceptable use policy staff should only use school owned and managed cameras to take photos or video of students and to communicate with pupils, parents/ carers. Any Images taken should be stored in line with the schools ICT acceptable use policy.

Use of Mobile Phone for contact

- Appropriate use of mobile phones is essential at Oak Field School.
- The use of mobile phones must not detract from the quality of supervision and care of children.
- All parents are provided with the official contact details of the school and should make contact with the school using those details.
- The school provides mobile phones for the use of staff on off-site visits and residential visits. Staff should use school mobile phones where they need to be In contact with parents and parents should be provided with the details of the school mobile phones being used for the duration of the trip.

- In order to safeguard families and staff parents /carers /pupils **should not be provided** with the personal contact details of staff members, volunteers or visitors to the school. This includes:
- mobile/home contact numbers
- e-mail addresses
- Social media sites.

Where the school suspects that this policy has been breached by staff members the school will investigate thoroughly and if breaches are found to have been made will take appropriate disciplinary action which may include dismissal.

Staff Mobile Phones

Staff should ensure that their personal mobile phones are turned off and stored in a secure area that is not accessible to pupils or parents during their working hours. Staff experiencing exceptional personal circumstances where they may need to be urgently contactable should seek advice and support from the Head Teacher.

Staff wishing to use their mobile phones during lunch breaks should only do so in designated staff areas such as the Staff Room or office spaces.

All staff are made aware of their duty to follow this procedure which is set out in the Code of Conduct.

Oak Field School

Mobile Phone & Camera Phone Policy for Visitors and Parents

Students on work or college placements and volunteers working in the school are advised of the policy in relation to the use of mobile phones and ICT technology and are expected to adhere to the policy as it relates to staff. The school will thoroughly investigate alleged breaches of the policy and take appropriate action.

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In order to safeguard children and adults, and to maintain privacy, cameras are not to be taken into the pupil toilets and bathrooms by adults or children.

- All adults whether teachers/practitioners or volunteers at Oak Field understand the difference between appropriate and inappropriate sharing of images. All images are kept securely in compliance with the Data Protection Act.
- In line with the ICT acceptable use policy staff only use school owned and managed cameras to take photos or video of students and to communicate with pupils, parents/ carers. Any Images taken are stored in line with the schools ICT acceptable use policy.
- It is recognised that Visitors to the school including parents/carers may be required to be contactable during their visit to the school. They are however requested not to use their mobile phones in the main body of the school, should they need to use their phone on school premises they should be advised of an office area away from pupils where calls may be made privately.

Parents/Carers attending school performances

- Across the year the school invites parents/carers to attend many school performances. The school recognises that photographs and videos of these events are for parents/carers an important way of celebrating pupils achievements and building family memories.
- The school wishes to take a common sense approach to photographing and videoing of these events. As in any school there may be some pupils who do not have consent for photographs to be taken, the school therefore asks parents/carers to focus on videoing and photographing only of their own child within the performance. All parents are made aware that these events may be filmed by parents/carers and that parents/carers are asked to focus on their own child within the performance.
- To protect the confidentiality of others pupil's parents/carers are asked only to share images of their own child on any social media sites or public forums.

Where the school is made aware of breaches of others confidentiality, they will address this directly with the parents/carers concerned and if necessary may refuse parents/carers permission to photograph performances in the future.

When inviting parents to performances the school will send out a reminder of the school policy on photographing of performances.

The school will annually gain consents from all parents/carers for photographing of performances by other parents/carers and the school will manage performances to maintain confidentiality where it is required.

Date of Policy: September 2015

Policy Reviewed: September 2016 Next Review: September 2017