

GREENFIELD PRIMARY SCHOOL

Mobile Phone and Camera Policy

To be read in conjunction with Greenfield Primary Nursery Mobile Phone and Camera Policy

OVERVIEW

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.

INTENT

1. To clarify the school position in relation to mobile phones and cameras.
2. To ensure that mobile phones and cameras are only brought onto school premises with the permission of the headteacher.
3. 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.
4. To ensure that photographs are not taken and that video recordings are not made of staff and pupils without the headteacher's permission
5. To ensure that staff only take photographs and video material of pupils and school activities with cameras, i-pads and other devices which are owned by the school and sanctioned by the headteacher.
6. To ensure that on school premises pupils have only safe access to the internet.
7. To ensure that pupils do not suffer from abuse by other pupils, including abuse by sexting
8. To ensure that education is free from interruption and disruption caused by mobile phones.

IMPLEMENTATION

1. 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.
2. Parents must apply to the headteacher for permission for mobile phones and cameras to be brought onto school premises or to be taken on any school activity or visit.
3. Parents seeking such permission will be required 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.
4. 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.
5. Misuse of mobile phones by those with permission from the Headteacher will be confiscated.
6. Members of staff, 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 without the headteacher's permission.
7. Teachers must not use their own cameras, mobile phones or personally owned i-Pads to take pictures or make recordings of pupils.
8. All individuals must ensure personal devices do not hold inappropriate or illegal content.

9. Personal mobile phones must be safely and securely stored in the Nursery – see Greenfield Primary Nursery’s Mobile Phone and Camera Policy.
10. Pupils who have been given exceptional permission to bring a mobile phone to school must switch it off as they enter the school site and hand it in to the office on arrival and seek its return at the end of the school day.
11. If any pupil has a need to contact its parents by telephone during the school day it must be done through the normal channels using the school telephone system.
12. If any parent needs to contact its child during the school day it must be done through the school telephone system.
13. Where permission has been given for a mobile phone or camera to be brought onto school premises the phone must be clearly labeled with the pupil’s name.
14. 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 headteacher has given permission.
15. 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.
16. Parents will be held responsible for regularly checking their child’s phone to ensure that any phone brought onto school premises does not contain any inappropriate material.

IMPACT

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.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Mobile Phones	Name Address Contact Details Mobile Number Parental Details	Safeguarding - to promote the welfare of children and to keep them safe. Children Act 1989. Keeping Children Safe Online / E-Safety UK General Data Protection Regulation (UK GDPR) Data Protection Act 2018 Human Rights Act 1998 – Article 8 Keeping Children Safe in Education Working Together to Safeguard Children Duty of Care for Employees	All stakeholders and multi-agencies Information sharing in line with child protection and safeguarding procedures with due regard to GDPR and the Data Protection Act 2018.	Information stored in line with School's Data Protection Policy Completed electronically Paper Version filed Cross Shredded at appropriate time.	Held on file while policy is operational or linked to past decision making. Computer Retains Copy of Records in 'Archive'. Held on file throughout child's time at school.

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

Greenfield Primary School Mobile Phone Policy - Permission Agreement:

This agreement sets out the conditions of the school's policy that must be met before any mobile phone is allowed to be brought onto the school site by a pupil.

Parent / Guardian

1. I have read and understand the Phones Policy of Greenfield Primary School.
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.
4. I will ensure that my child understands that he/she must not use his/her mobile phone or i-pad to take photographs or to access the internet whilst the device is on school premises or during any on or off site activity.
5. I understand that it is my responsibility to monitor my child's use of the phone and internet.
6. I will regularly monitor my child's mobile phone to ensure that it does not contain any inappropriate material and I will regularly check my child's contact lists and the sites that he/she visits including any social media or 'chat sites' to ensure that the device is not being used inappropriately.
7. 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.
8. 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.
9. 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 regularly check the phone before it is taken into school to see that it has only been used appropriately and contains no unsuitable inappropriate or illegal content in its memory.
10. I understand that the school will confiscate the phone until I collect it if my child does not act in accordance with this policy
11. I understand that the school withdraw permission for my child to bring a mobile phone or other device to school if this policy is not followed

Parent / Guardian Name (print) _____

Parent /Guardian Signature: _____

Date: _____

Pupil's Name (print) _____

Pupil's Signature _____

Mobile Phone Number _____

Date: _____