

The Fellowship of All Saints Kirkby Overblow and North Rigton CE Schools

Use of mobile/smart technology/photographs

North Rigton and All Saints Primary Schools have a clear policy on the use of mobile phones.

Pupil use of mobile phones:

- Children are not permitted to bring mobile phones or smart watches to school. In exceptional circumstances, a phone can be kept in the school office.

Staff use of mobile phones:

- The arrangements for the secure storage of staff's personal equipment is mobile phones are to be stored away from view of children.
- The exception to this is staff who have two-factor authentication for the use of CPOMS or Senior Leaders who may need access to wider school information.
- Staff may access their phones during playtimes/break times in the staffroom or off premises.
- Staff are permitted to take mobile devices on to the playground/field during playtime and outdoor learning sessions for emergency use and checking of time only.
- Staff who work in areas where children do not have access still need to ensure their mobile phones are stored securely.
- In the case of personal emergencies, staff should be contacted via the school setting telephone. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head teacher aware of this and arrangements will be made with the school office so that the emergency call can be received.

- Staff should log in to the school, secure WiFi and not use 4G.
- Smart watches can be worn during the school day, but the camera, messaging and call services must be disabled.
- Staff are not at any time permitted to use recording equipment on their mobile phones/smart watches, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- It is advised that staff security protect access to functions of their phone/smart watch
- Staff should report any usage of mobile devices that causes them concern to the Head teacher.

Visitor use of mobile phones:

- Staff/Volunteers/ Peripatetic teachers/Visitors are not permitted to make/receive calls/texts during contact time with children.
- Smart watches can be worn during the school day, but the camera, messaging and call services must be disabled.
- If use of WiFi is required by visitors, 4G must not be used and the Guest WiFi code will be shared by the School Administrator.

Photographs

Photographs must be taken on school phones/iPads/cameras.

- Images taken within school will be used for the following purposes: Bulletin, Tapestry, Instagram, website, press releases, PTA events, pupil learning journeys.
- These images are to be uploaded to secure staff shared drive and then deleted from individual devices within a timely manner.
- Photo consent information is available on Arbor and shared to all staff by School Administrators.
- Staff will ensure that pupils who do not have permission to be photographed are protected from this happening.
- Any images of pupils should be printed or reproduced in school to ensure that photos and recordings of the children cannot be used inappropriately.

October 2023