

## Use of Mobile Phones and Technological Devices Policy May 2019

**Reviewed by:** Libby Merritt, Nicola Conlin

**Reviewed on:** May 2019

**Next review:** May 2020 (if no legal changes beforehand)

### Endorsement

Full endorsement is given to this policy by:

**Name:** Claudia Goodbrand

**Position:** Cambridge Steiner School Trustee

**Signed:** 

**Date:** 15/5/2019

This Policy applies to all Staff, Trustees, volunteers, visitors, parents/carers and children/students and should be read in conjunction with our E Safety Policy. The Policy takes into account Local Authority guidance and guidance issued by the Information Commissioners Officer at:

[http://ico.gov.uk/for\\_organisations/sector\\_guides/education.aspx](http://ico.gov.uk/for_organisations/sector_guides/education.aspx)

It is part of the custom and practice of the School to take photographs and videos of School events and achievements (class photos, theatre productions, sports events etc) and to use some of these for the purposes of marketing the School (School prospectus, website, social media, press releases etc) and helping others to understand more about our education. Parents/carers sign with their consent form for this activity on admission to the School. Parents/carers are given the opportunity to refuse their consent.

Photographic evidence may also be used by teachers to enrich formative assessment and enable children to document their work creatively.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately or distract from the safe supervision of children. Mobile phones and technological devices brought into School by pupils can be difficult to monitor and can be used to bully or take inappropriate images. Staff should be vigilant at all times.

The policy recognises that photographing and publicising a child's achievements are a source of celebration, pleasure and pride for the School, the child, the parents/carers and wider family. The School is keen to ensure that this practice continues within the safe practice guidelines detailed below and in the eight data protection principles listed in Appendix 1.

### Mobile Phones and Technological Devices belonging to Staff, Trustees and Volunteers

- Personal mobile phones and technological devices should only be used outside of working hours and never whilst children are present.
- Staff, Trustees and volunteers **may not** take photographs or videos of children on personal devices.
- Personal mobile phones and technological devices should be stored in bags or office spaces.
- In circumstances such as outings and off site visits, Staff, Trustees and volunteers will agree with the Early Years Coordinator/Lower School Coordinator the appropriate use of personal mobile phones and other technological devices.

- In very unusual circumstances, such as a family emergency, Staff, Trustees and volunteers should seek permission to use their mobile phone or technological device from the Early Years Coordinator/Lower School Coordinator or Resource Coordinator. The School's main telephone number can be used for emergencies by Staff, Trustees and volunteers or people wishing to contact them.
- Staff, Trustees and volunteers who ignore this policy and use a mobile phone or other technological device on the premises without permission may face disciplinary action.
- Staff, Trustees and volunteers remain responsible for their own property and will bear the responsibility for any losses.

### **Mobile Phones and Technological Devices belonging to Parents/Carers and Visitors**

- When visiting the school during normal school hours, mobile phones and other technological devices must only be used away from the children and, where possible, off site.
- Photographs and videos during school events to which parents/carers are invited, e.g. Harvest of Work, Advent Spiral, School Birthdays, **are not permitted** unless requested specifically by the Class Teacher, or with prior written consent from the Class Teacher or a member of the School Coordination Team. Parents/carers should always check with the Class Teacher or a member of the School Coordination Team if they are unsure whether they are permitted to take photographs or videos.
- Parents/carers and friends often wish to take images of their child at whole school festivals or celebrations e.g. Advent Fair, May Fair etc. During these 'out of school hours' special/public events, it is acceptable to take photographs and videos for personal, private use. Parents/carers and other visitors must be mindful of others when taking photographs or videos. **They should be aware that it is illegal to distribute images and/or videos without the permission of the subject(s).**
- Parents/carers and other visitors **are not allowed** to post images taken at the School or on school trips on social media without permission from the School.
- No photograph or video may be taken, under any circumstances, in changing areas or toilets.
- The opportunity for parents/carers to take photographs and make videos can be refused by the School at any time.
- Parents/carers may contact the school Designated Safeguarding Lead to discuss concerns about the making or use of images.
- All visitors remain responsible for their own property and will bear the responsibility for any losses.

### **Mobile Phones and Technological Devices belonging to Students**

- In the event that a child brings a mobile phone or other technological device into School, they are not permitted to take photographs or videos of any other student or teacher unless it has the subject's specific consent. If consent is given this does not imply that the consent includes permission to share such image on social media. Written consent will be required for such sharing to be allowed.
- No photograph or videos may be taken of situations that infringe decency or privacy or are designed to embarrass, humiliate or make fun of others.
- No photograph or video may be taken, under any circumstances, in changing areas or toilets.
- In the event of misuse of mobile phones or technological devices the School disciplinary procedures will be followed.
- Students remain responsible for their own property and will bear the responsibility for any losses.

### **Use of School Equipment**

- Only the camera and technological devices belonging to the School may be used to take appropriate and relevant images of children, e.g. observations, photographs of work or photographs of School events.
- No photograph or video may be taken, under any circumstances, in changing areas or toilets.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. A body map must be used to record factual observations.

- The School's technological devices remain the property of the School at all times and should not be taken off the premises, with the exception of visits and outings.

### **Safeguarding**

- Staff should be vigilant with regard to any safeguarding issues relating to photographs or videos and report any concerns to the DSL immediately.
- Staff should report to the DSL any situation where they hear of or see any photograph or video being taken or recorded in inappropriate locations (toilets, changing rooms etc) or outside of the expected recording of children's progress and activities by teachers.
- Care should be taken to ensure that photographs and videos cannot be interpreted in a way that would reflect negatively on students, Staff members or the School.

### **Permission and Holding of Data**

- Written permission from parents/carers will be obtained on admission to the School to allow the School to obtain, use and store images of their child for educational and publicity and marketing purposes.
- A record of all consent details will be kept securely on file. Should permission be withdrawn the records will be adjusted accordingly.
- Images will be kept securely and held by the School for the duration of the child's time at School.
- Students will, in an age appropriate manner, be advised that their image will be used by the School as a record of events or for publicity purposes.
- Digital content that is to be published will be carefully selected by the School Coordination Team ensuring appropriate consent is obtained.
- Parents/carers and students have the right to withdraw consent for specific photographs or videos to be used by the School.
- Unless explicit consent is obtained from their parent/carer and/or the student concerned, images or videos of students will not be published in the media alongside the student's name.

### **Storage**

- Images of students and Staff must be stored on a secure password protected area of the School network.
- Images of students and Staff must never be stored on personal devices which includes (but is not limited to): mobile devices, laptops, internal camera memory, memory sticks or portable hard drives.

**Appendix 1**

All images taken by the School will be used in a manner that respects the eight Data Protection Principles:

1. Fairly and lawfully processed
2. Processed for limited, specifically stated purpose
3. Used in a manner that is adequate, relevant and not excessive
4. Accurate and up to date
5. Kept on file for no longer than is necessary
6. Processed in line with an individual's legal rights
7. Kept securely
8. Adequately protected if transferred to another country