

St Thomas More Catholic Primary School

Acceptable Use Policy

This policy includes the EYFS, Breakfast club, Afterschool club, after school Sports clubs and any after school clubs or activities..

Due to the significant advances in mobile technology, there is the potential for mobile phones, cameras and other portable devices to be used inappropriately and compromise the confidentiality of the children in our care.

We recognise that staff and volunteers may wish to have their personal mobile devices at work in case of emergency. However the safeguarding of the children within the school is paramount at all times.

Parents/Carers are required to sign relevant documentation when their child starts at St Thomas More, giving authorisation for our school to take photographs for assessment and observation. On occasion, with permission, these photos may be published on the school website, school Twitter feed or other publications. If parents do not give permission, we respect that decision.

This policy outlines the acceptable use of mobile technology.

Use of the schools mobile devices

St Thomas More provides mobile devices for staff and volunteers to use to support their work with the children. To ensure the appropriate use of this equipment, and to ensure the safeguarding of all children, the following policy applies:

- Only the mobile devices belonging to St Thomas More may be used to take appropriate and relevant images of children e.g. Observations or photographs/videos of events within school. Personal mobile devices **must not be used**.
- Images or videos taken must be used in accordance with the Data Protection Act 2014 and the schools own Safeguarding Policy.
- It is recognised that staff may be working around the school with small groups of children using mobile devices. In such cases staff should ensure that they are not in rooms alone with the door closed.
- Mobile devices belonging to the school will not be taken home by members of staff without permission by the Head Teacher.
- Under no circumstances must mobile devices be taken into the toilets without the permission of the Head Teacher. If photographs or videos need to be taken in the toilet area e.g. of children washing their hands, then the Head Teacher will be informed and will ensure that more than one member of staff is present.
- Children may be given the opportunity to use the schools mobile devices within the school or on a school visit. Children will only use mobile devices belonging to the school.

Use of mobile devices by staff and volunteers

- Personal mobile devices (phones/watches) should only be used outside of working hours and never whilst the children are present. Personal mobile devices should be stored in staff lockers or locked away during school hours. Notifications should be turned off on watches.
- In very exceptional circumstances, such as a family emergency, staff and volunteers should seek permission from the Head Teacher to use their mobile devices during working hours. This should happen away from the children. The schools main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as off site visits, staff will agree with the Head Teacher the appropriate use of personal mobile devices in the event of an emergency. This will be identifies on the Risk Assessment for the visit. The school mobile will be used for emergency purposes only.
- Where there is suspicion that material on a mobile device may be unsuitable and may constitute evidence relating to a criminal offence the Head Teacher reserves the right to seize the device and assess the material saved on it. If the material is deemed unsuitable the Head Teacher will follow guidelines in the schools Safeguarding Policy.
- No electronic copies of photographs or videos will be passed to outside agencies without permission of the Parent/Carer, or unless there is a safeguarding issue.
- Apple watches and/or fitbits must have **notifications disabled** during the school day.
- Staff and volunteers remain responsible for their own property and will bear the responsibility for any losses.
- Staff or volunteers who ignore this policy and use a mobile device without permission may face disciplinary action.

Use of mobile devices by visitors.

We recognise that visitors may wish to have their personal mobile devices with them for use in case of emergency. However, safeguarding the children within the school is paramount and it is recognised that personal mobile devices have the potential to be used inappropriately and therefore the school has implemented the following policy:

- Mobile devices should be switched off during visits into school and signs will be placed around the school to make this clear to all visitors.
- Parent/Carers are permitted to take pictures and videos of their own child and only their child during class assemblies or other school performances. Parent/carers will be made aware of this before each event and will be asked to sign a declaration form agreeing to this and stating that these images will not be placed on any form of social media.

- Where there is suspicion that material on a mobile device may be unsuitable and may constitute evidence relating to a criminal offence the Head Teacher reserves the right to seize the device and assess the material saved on it. If the material is deemed unsuitable the Head Teacher will follow guidelines in the schools Safeguarding Policy.
- The Head Teacher reserves the right to refuse visitors the opportunity to use mobile devices to take photographs or make recordings on Safeguarding grounds.
- In exceptional circumstances, such as a family emergency, visitors will seek permission from the Head Teacher to use their mobile devices, and this should happen away from the children.
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Visitors who ignore this policy and use a mobile device without permission may face criminal proceedings.

Use of mobile devices by children

Only Year 6 free walkers are allowed to bring mobiles into school and they MUST be handed in to the school office every morning and collected at the end of the school day.

Children are not allowed to bring Apple watches or fitbits in school.