



Placing children's rights at the heart of all we undertake.
· respect · integrity · humility · equality · care towards all

The Fierté Multi-Academy Trust

Mobile Device and Camera Policy

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Learning Behaviours. Through these, we aim to put children's rights at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

Document Control

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Version Control

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| V1 | January 2019 | Linda Webster | Issued |
| V2 | January 2020 | Linda Webster | Updated as documented in table below |
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| POLICY SECTION | WHAT'S CHANGED? |
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| | Layout updated in line with other Trust Policies |
| | Title change |
| 1.2 | Additional sentence: The wearing of a smartwatch by children is strictly forbidden |
| 3.1 | Changes to say children must hand in phones at beginning of the school day |
| 4.1 | Additional sentence: Headteachers to ensure that any such organisations are aware of this policy |
| 6.9 | New section relating to smartwatches |
| 9.0 | New section - Links to other policies |

1.0 Introduction

- 1.1 It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.
- 1.2 Schools across the Fierté Multi Academy Trust are well aware that many primary-age children own a mobile phone/smartwatch, and we understand the widespread growth in modern electronic communication. However, we are a Trust that is primarily focused on learning and the safety and well-being of our pupils is paramount. Consequently, we do not allow children to use mobile phones while they are at school and (unless authorised by the Headteacher) we do not allow children to bring mobile phones into any of our schools. **The wearing of a smartwatch by children is strictly forbidden.**

2.0 Aims and objectives

- 2.1 The aims of this policy is to explain:
- How each school will manage the use of mobile devices in school;
 - The rationale for this approach;
 - What parents and carers should do if they would like their child to have access to a mobile phone;
 - What the schools will consider as exceptions to the normal regulations.

3.0 Policy for children in each academy school

- 3.1 The Trust policy is that children who bring mobile phones or any form of electronic communication devices into school should hand them into the school office at the start of the school day and collect them at the end of the school day.
- 3.2 If a child is found in possession of a mobile phone or smartwatch it will be confiscated by a member of staff for the remainder of the school day. The member of staff will keep the mobile phone/smart watch in a safe place until the end of the school day when it will be returned to the child. If this happens more than once the device will be returned to the parent or carer so that the school can explain why mobile phones/smartwatches are not permitted.
- 3.3 The school does not allow children to use mobile devices in school because:
- There are some concerns about the health risks connected to the frequent use of mobile devices;
 - Their use in school may distract pupils away from their work;

- Mobile devices may be misused (for example, cyber bullying, viewing the Internet; inappropriately and sending or receiving inappropriate images of members of the school community);
- Staff time could be taken up investigating lost or even stolen mobile devices.

The definition of a mobile device can include, Ipad, Ipod, mobile phone, smartwatch, MP3/4 player or any other similar portable device.

4.0 Before and After Schools Clubs and School Lettings

- 4.1 Any clubs or outside organisations using Trust premises should be aware of Trust Policy and abide by the same principles. Headteachers to ensure that any such organisations are aware of this policy.
- 4.2 Children who take mobile devices to these clubs should hand them to the individual running the activity and collect at the end of the session.
- 4.3 Any devices not collected at end of sessions can then be left in school office for collection the following day.

5.0 Exceptions

- 5.1 If a parent/carer believes that there is a need for a child to be in possession of a mobile phone while at school they should write to the Headteacher to explain why this is so and why special dispensation should be allowed. All cases will be considered independently and the parent will be informed of the decision. If the Headteacher allows the mobile phone in school, it must be kept in the school office and collected at the end of the day.

6.0 Policy for staff in each academy

- 6.1 Fierté Multi Academy Trust allows staff to bring in personal mobile telephones for their own use, but it must be switched off (or left on silent) at all times when the adult is working with children. Mobile phones are not to be used in classrooms or school grounds. Staff should not make or receive calls or text messages during the working school day. Mobile phones can be used in the school for private calls outside of a member of staff's working day as long as it is not a hindrance to other members of staff.
- 6.2 Mobile phone calls may only be taken during staff breaks or in staff members own time. If staff have a personal emergency they are free to use the academies phone or make a personal call from their mobile in the office.

- 6.3 If a member of staff is waiting for an emergency personal call then their phone may be left with the Office who with permission will answer and then notify the member of staff.
- 6.4 Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of each individual staff member.
- 6.5 All lunchtime supervisors/volunteers will be requested to leave their phones in the office and asked to take or receive any calls in the office area.
- 6.6 All visitors will be requested to leave their phones in the office and asked to take or receive any calls in the office area.
- 6.7 College students/school work placement students are asked to leave their mobile phone at the office ready for collection when they leave the premises
- 6.8 Contractors, if they are working in the school when the children are present, must leave their phones at the office unless it is necessary for them to have their mobile phones to implement their role effectively then they are to be supervised at all times.
- 6.9 Smart watches are becoming increasingly popular. Fierté Multi Academy Trust does not consider it realistic or desirable to prohibit smart watches being worn, nor is it logistically possible to monitor the use of these. Smart watches should not be used to make calls, send messages, surf the internet, take photos or use any other application during the school day, access to these facilities can only be used during staff breaks in the staff room. It is the responsibility of staff who wear smart watches in school to abide by the guidelines outlined in this document.

7.0 Cameras

- 7.1 Photographs are an effective way of recording pupils learning, and taken for the purpose of recording them participating in activities or celebrating their achievements. They may also be used in newsletters, on our websites and /or by the local press all with the permission of parents/carers.
- 7.2 It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only designated academy iPads or cameras are to be used to take any photographs both within academy settings and on educational visits.
- 7.3 Any images taken on these devices must be considered suitable without putting children in any compromising situations that may cause distress or embarrassment.

- 7.4 All staff are responsible for the location of class iPads/cameras and should ensure they are put in a secure location at the end of the school day.
- 7.5 Images taken and stored on the device must be downloaded onto school computers as soon as possible and then deleted from device. No images should be downloaded or forwarded to personal devices.
- 7.6 Under no circumstances should any device be taken into children's toilet area without prior consultation of the Headteacher. Should photographs of children washing their hands in toilet areas then permission needs to be obtained from the Headteacher and staff are supervised. At all times the device must be in a prominent place so can be seen.

8.0 Monitoring and review

- 8.1 The Data Protection Officer will monitor the implementation of the mobile device and camera policy.
- 8.2 The Headteacher will keep a record of all incidents involving mobile devices and will report to members of the executive team so that this policy can be reviewed as appropriate.

Technology is constantly developing, in future, the Trust may wish to explore how smart devices may be very helpful to assist learning, should this be the case the Trust may wish to review this policy. However, at this time Fierté Multi Academy Trust believes the risks outweigh the benefits of pupils bringing mobile devices to school.

9.0 Links with other policies

This policy is linked to our:

- Data Protection policy
- Internet Safety policy/acceptable use agreement
- Policy for the safe use of children's photographs
- Safeguarding policy
- Educational Visits policy
- Behaviour policy