



**Fairfield First
School
(including Early Years)**

**Mobile Phones/Telephone
/Camera/Video
Recorder/ iPad
Usage Policy**

Date: January 2019

Date of review: January 2021

Head Teacher: S Smith

Chair of Governors: C Wing

Fairfield First School

MOBILE PHONE/ TELEPHONE /CAMERA/

VIDEO RECORDER / IPAD USAGE POLICY

To ensure the safety and welfare of children in our care we operate this policy which stipulates that personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on the premises or when on outings. We also adhere to the wider school policy.

Mobile Phones

We will ensure;

Mobile phones brought into classrooms will be kept in the designated desk or filing cabinet throughout contact time with children (this includes all staff, visitors, parent helpers, volunteers, students and supply teachers). All staff in school will lock their phones away during teaching times in the school day.

Parents and carers are not allowed to use their mobile in the classrooms when children are present. If staff see a parent doing this they should inform them of this and if necessary refer them to the Assistant Head or Headteacher.

Mobile phones will not be used in any classroom when children are present. If staff have a personal emergency during school hours, then they are free to use the school phone or make a personal call from their mobile in the staff room or in the Headteacher's or Admin office. Telephone calls to parents and carers will only be made through the main school telephone lines.

Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this. If cameras are the property of staff, then a designated memory card, for school use only, must be used. Photographs and recordings can only be transferred to, and stored on a school computer to be printed. (see also iPad use below)

If staff use their own personal mobile phone on an educational visit, then it will be for emergency purposes only.

iPads

Development of modern technology means that iPads and other mobile devices can now be used to effectively record and track children's learning. 'Tapestry' is the programme used for this purpose in Reception. This policy sets out how staff will use these devices whilst keeping children safe.

We will ensure;

- Only school iPad (or similar devices) will be used to take photographs or video of children.
- All of these devices will be password protected.
- Personal mobile phones, cameras or video recorders cannot be used to record classroom activities.
- ONLY school property can be used for this.

Overnight the devices will be locked in the store room. If they are taken home in order to complete observations, then staff must ensure that they are secure at all times. It is the staffs' responsibility to ensure that photographs of children are not left open and / or accessible to others on the iPads, but are security protected.

Support Staff may record photos and observations but teaching staff will be responsible for reviewing these for the children in their class. All staff will be made aware of any children who should not appear in photos due to parental consent or other factors. Photographs and recordings can only be transferred to, and stored on a school computer to be printed. Photographs may be used on the school website and Twitter account, if parents have given their written consent.

The Tapestry application can be accessed remotely, but staff will only download data or photographs onto school computers, or onto the website (see above). Data held in the Tapestry system is secure and encrypted and backed up externally several times throughout the day. More detail is available from the developers and has been reviewed by staff.

Monitoring and Review

It is the responsibility of all classroom staff to follow this policy. The Senior Leadership Team will carry out monitoring as part of the whole school monitoring system. This policy will be reviewed every 2 years and will evolve to incorporate the views of all staff concerned and advances in new technology.