

Fairfield First School



Smart phone / Wearable technology / camera / video recorder / iPad usage policy (including Early Years)

Person responsible for policy: _____ Computing Lead _____

Date adopted by Governing Body: _____ Aut 2023 _____

Signed: _____ L.Ball _____ (Chair of Governors)

Review date: _____ Aut 2025 _____



Mobile phone / wearable technology / camera / video recorder / iPad usage policy.
(including Early Years)

To ensure the safety and welfare of the children in our care we operate this policy which stipulates that personal mobile phones, camera and video recorders cannot be used in the presence of children on the premises or when out on educational visits, unless in an emergency on a visit. We also adhere to the wider school policy.

Staff mobile devices.

It is important that staff model the behaviour expected of the pupils by not using mobile devices in front of them.

Staff will have personal mobiles and wearable technology (smart watches) but these must not be used in any room where children are present. If staff have a personal emergency during the school day they are free to use the school phone or can use their mobile phone within the staffroom, admin office or KS1 office. If there is a need for privacy then they can come to the school office area and ask for a private room to make the call.

At no point should children's or class work be photographed or videoed on a personal device, **ONLY** school owned devices can be used.

Staff should not phone or message parents from their personal devices.

Staff should only their personal mobile phone on school trips in the case of an emergency, in order to contact the emergency visits contact numbers. On overnight trips parents should be given an emergency contact phone number, usually the schools mobile number.

In line with the Code of Conduct and Staff Disciplinary policies, there will be sanctions for misuse of mobile phones and other technology.

Visitors mobile devices

Parents / carers and visitors to the school are not allowed to use mobile phones within school. If a member of staff sees a parent, carer or visitor using a mobile phone in the presence of children they should ask them to put it away. If they will not follow guidance then they need to ensure that a member of SLT knows immediately.

On occasions, such as plays and assemblies parents/carers may wish to take photos or video of their child performing. It will be stipulated that these are not shared on social media.

Contractors may need to use their mobile phones for their work and should not be in contact with the children. They will be informed, on arrival to site, not to use their mobile phones if children are in present.

Other technology.

The development of technology means that iPads, other tablets, cameras and video cameras can be used to produce and record evidence of work towards targets. They can also be used to track work and share with pupils and parents /carers.

It is essential that **ONLY** school equipment is used to record work or take photographs / video of pupils. These will be password protected. Equipment should be locked away overnight to ensure security.

The rise in online, cloud based, assessment systems mean that staff may need to access systems such as Google Classroom and ScholarPack at home. These systems are password protected and should be **ONLY** accessed on a work laptop/iPad and not on personal computers. Data held in these applications are encrypted and backed up externally and comply with GDPR.

All staff are aware that they need to check for photographic permissions before taking photographs of the children. These can be found on ScholarPack. Children with no parental consent for images should not have their photograph taken to be viewed externally such as in newsletters or be on the school website. Images/Icons may be used to disguise a child without permission.

Monitoring and reviewing.

It is the responsibility of all 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 new technologies and its' use in the classroom.

Loss, theft or damage.

Fairfield First School does not take any responsibility for the loss, theft or damage of personal devices bought in to school.

If a device is found please bring it to the office where it can be stored safely and returned to its' owner.