



# Our Lady of the Assumption Catholic Primary School



## Approved Acceptable Use Of Cameras and Mobile Phones Policy

Approved by Full Governing Body : 28 November 2022

Signed : *Patrick E. Daly* of Governors

Reviewed November 2024

To be reviewed : November 2026

### Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

### Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

### Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

### Statement Of Intent

Our Lady of the Assumption Catholic School intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn addressing the following concerns:

- 1) Staff being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras
- 3) Children accessing phone calls, texts, internet via mobile phones

Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

#### 1. Staff mobile phones/smart watches

- 1.1. All staff must switch off their mobile phones during work time and phones must be put away in a safe place. Phones must not be kept out on desks during work time. If there are exceptional circumstances where staff need to access a phone, then permission is given by the Headteacher. The SSO and Headteacher have mobiles to hand for emergencies. Staff should not rely on their mobile phone as an emergency contact. If staff do need to be contacted in an emergency, a message will be passed on via the office.

- 1.2. During off-site visits, staff will be allowed to keep their phone on in case they need to be contacted by school.
- 1.3. Staff are not permitted to take photographs or videos of pupils using their own mobile phones.
- 1.4. If staff wear Smart Watches, notifications must be turned off when in school to avoid distractions and staff must not use their device to read messages when they are working with children.

## 2. **Visitor mobile phones**

- 2.1. All visitors must switch their mobile phone off when coming onto school site and not make or receive calls. If calls are needed then the visitor must come back through the main entrance and make/receive the call outside the school office.

## 3. **Pupil mobile phones**

- 3.1. Permission for children bringing mobile phones into school is given by the Headteacher. Children will hand in their mobile phone to the class teacher at the start of the day who will store it securely and return at the end of the day.
- 3.2. Pupil must keep their phone switched off whilst they are on the school site.
- 3.3. Pupils are not allowed to wear SMART watches in school.

## 4. **Photo permissions**

- 4.1. Parents and carers will be asked to give consent for their child's photograph to be shared, depending on the purpose e.g. website, Class Dojo, social media etc. Photographs will only be shared in line with the parents or carers consent.
- 4.2. A register of children who do not have permission will be kept by the office and circulated to staff.
- 4.3. Professional photographs will be taken by the school photographer UNLESS A PARENT RAISES AN OBJECTION PRIOR TO THE EVENT.
- 4.4. Where pupils are working with outside agencies, separate photo permission may be sought.
- 4.5. All photos of past pupils must be deleted from cameras, ipads, laptops, computers or the school network.

## 5. **Safeguarding**

- 5.1. Photographs may only be taken using school ipads or cameras.
- 5.2. Photographs must only be downloaded to a school laptop or computer.
- 5.3. Under no circumstances must cameras of any kind be taken into the toilets.
- 5.4. Parents are requested not to take videos at school events.
- 5.5. Parents are permitted to take photos of their own children but are requested not to share images of other children on social media.
- 5.6. If staff are concerned about the use of mobile phones by pupils, staff, supply staff, contractors or volunteers they must notify the headteacher at once.