

## ST MARY'S CE (A) FIRST SCHOOL MOBILE AND DIGITAL TECHNOLOGY POLICY

### Philosophy

In order for the governors of St Mary's First School to ensure the safety of all who attend or work in the school they have set the guidelines below. This document is linked to the school's Early Years Foundation Stage Policy, the Safeguarding Policy, Staff Handbook, Code of Conduct Policy and Online Safety policy.

### Aims

To ensure the safety of children, staff, students and volunteers

### Guidelines

- Staff, governors and volunteers should not use mobile phones or smart devices to receive or make phone calls, texts or emails, or to access the internet in school when working with or in the vicinity of children.
- Personal phones should be switched to silent mode and in a secure place, which cannot be accessed by pupils.
- Adults wearing smart watches should ensure they are not receiving or sending messages whilst supervising children in the classroom.
- Personal phone calls should only be made during break times or before or after school.
- Incoming calls should be on answer phone and accessed as above.
- In the case of emergencies, incoming calls should be made to the school office on 01889 228730 and these will be relayed by a member of staff and, if immediate response is required, arrangements to oversee children will be made.
- Mobile phone cameras must not be used to take photographs of children. School ipads or school memory cards, for use in personal cameras, are provided to record activities for assessment purposes or for evidence of activities or performances.
- School memory cards, for use in personal cameras, must be signed in and out by the member of staff if they are taken off site.
- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, parents are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents comment on any activities involving other pupils in the digital or video images.
- Staff and volunteers are allowed to take digital or video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, as outlined above.
- Care should be taken when taking digital or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents or carers.
- Staff must ensure that, at all times, they take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.

- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.
- When personal data is stored on any portable computer system, memory stick or any other removable media:
  - the data must be encrypted and password protected.
  - the device must be password protected eg memory stick, hard drive.
  - the device must offer approved virus and malware checking software.
  - the data must be securely deleted from the device once it is transferred.
- All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.
- Personal data eg assessment information, can only be stored on school equipment (this includes computers and portable storage media (where allowed)). Private equipment (ie owned by the users) must not be used for the storage of personal data.

The only exception to these guidelines is when staff use their mobile phones for emergency contact when they are out of the classroom environment e.g. on the school field or on a school trip.

Staff in the lower building may need to use a phone for emergency contact to the school office if access to the landline is restricted.

#### Monitoring

Senior Management and Governing Body

Agreed by Staff and Governing Body February 2020

Reviewed July 2022

Review July 2024