



LORETO PREPARATORY SCHOOL
Dunham Road, Altrincham, Cheshire WA14 4GZ
Telephone: 0161 928 8310
Registered Charity No. 25060

POLICY FOR THE USE OF MOBILE DEVICES ie TABLETS, MOBILE PHONES AND CAMERAS IN SCHOOL

Mission Statement

At Loreto Preparatory School
We are eager and inspired to do our best,
Meeting the challenges and opportunities of a changing world
With love in our hearts.

We are called to be joyful and prayerful,
Living the Gospel and the Catholic faith
And celebrating the values of Mary Ward
With our parents and the whole Loreto family.

Women in time to come will do much.

Mary Ward

*This policy has been written with regard to and in the spirit of our school aims, in particular:
'To feel secure and valued within a safe and well-maintained environment.'*

***This policy applies to the whole school, including the Early Years Foundation Stage,
and before and after school provision and activities. This policy addresses ISSR Part 3 September 2014
and Keeping Children Safe in Education September 2016.***

This policy provides clear guidance to all individuals who have access to personal or work related devices on the School's site and premises. It applies to all staff, volunteers, pupils and young people, parents, carers, visitors, agency workers and contractors' staff. It is available for parents on the school's website and can be obtained from the school office on request.

The School recognises that whilst mobile devices are effective communication and organisational tools, they also have the potential for misuse. Therefore the School aims to promote safe and appropriate practice through establishing clear, robust and acceptable guidelines for the use of mobile devices.

Any person who witnesses a breach of this policy should report this directly to the Head Teacher in line with the School's safeguarding procedures.

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Personal Devices

Effective guidance in this policy is in place to avoid the use of mobile devices causing unnecessary disruption and distraction within the school and to ensure that effective practice is promoted to protect against potential misuse, for example bullying, harassment and abuse.

Mobile phones are used by the majority of people and can be misused through the cameras therein. Images can then be sent instantly to other mobile phones or email addresses. They can also be posted on the internet or in chat rooms. There is considerable potential for mobile phones and cameras to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and teachers and provide a potential means of child abuse. Our policy is to make every attempt to avoid mis-use of mobile devices in the School.

NB - No personal, mobile devices should be taken into Early Years Foundation Stage (EYFS), Year 1 and Year 2 classrooms/play areas under any circumstances.

Members of Staff are only permitted to take photographs of pupils using school cameras.

- Photographs of pupils taken with the school camera may be used for: internal displays, curriculum evidence, communications within the school community (parents, pupils, staff, governors and alumni); marketing the school digitally on the website, advertising features in the press – all these photographs will be anonymous, unless special permission has been given by parents. The school will comply with Data Protection Law. Our images are kept securely and deleted when no longer required.

Staff Policy

Staff may use their own mobile devices on school premises, with the following restrictions:-

- Staff should not use personal mobile devices whilst moving around the school and must restrict their use to the staff only areas.
- Staff must ensure that their personal mobile devices are stored in lockers during lesson time.
- If a member of staff has a need to be contacted or contact others whilst they are teaching for urgent, personal reasons, they should make appropriate arrangements with the Head Teacher or Deputy Head Teacher.
- Staff should use the main school telephone number as their main emergency contact number.
- The school office will always take a message for a member of staff and urgent messages will be relayed immediately.
- It is not acceptable for staff to use personal mobile devices to take photographs or films of pupils or other staff within the school environment or on outings. School cameras only must be used.
- Personal mobile devices must not be used in a space where children are present, eg classroom, playground.
- Staff are strongly advised not to give their home or mobile telephone numbers to pupils.
- Staff are strongly advised not to make use of pupils' mobile phone numbers either to make or receive calls or to send or receive text messages from pupils, other than for approved school business.

- **Parents, visitors, contractors** are requested not to use their mobile devices in any area where children are present. Should calls or text messages need to be taken or made, they must be restricted to special child-free areas, eg school office, staffroom, suitable outside areas, unless special arrangements have been arranged with the Head Teacher or Deputy Head Teacher.
- We do not give parents permission to take photographs at school productions but will arrange for a professional DVD to be taken of the event. We are mindful of safeguarding issues, copyright laws and of the need to let children perform without interruption or distraction.

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- Parents are welcome to take photographs of their own child and/or groups at outdoor sporting events, but we ask that photographs should not be taken of other individual children at these events without the permission of their parents. We aim to treat all our pupils with respect, guard their right to feel secure at all times and value the support of parents in these matters. The school requires all parents to sign the 'permission form' at the beginning of each school year and will abide by their wishes.
- As a general rule, staff should not contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a staff member needs to make telephone contact with a pupil or parent, a school telephone should be used wherever possible. However, if a member of staff is also a parent in the school, they may have exchanged phone numbers with other parents. This is clearly unavoidable at times, but these colleagues are asked to exercise professional conduct at all times, in this instance.

Pupil Policy

Children are not allowed to bring mobile phones into school, unless they travel on a school bus when their mobile phones will be collected and kept safely during the day.

On special occasions, such as residential visits, pupils are allowed to take photographs of teachers and peers using a simple, disposable camera, but not a mobile phone. Pupils are not allowed to take personal mobile devices on such visits.

Cyberbullying Policy

The school is aware of the risks as well as the benefits of the internet and modern technologies and have a Policy related to Cyberbullying.

Bullying in any form is not tolerated by the school.

School Mobiles

There are two designated school mobile phones, without cameras, for staff to use on the playground during break time. No personal calls should be made on these phones. They must not be used in a classroom except where an emergency or technical situation arises which may necessitate their use. They should be used by the member of staff on duty to call for help if an accident occurs and therefore need to be collected from the office/reception prior to the duty period. They must be returned to the school office/reception area and will be kept fully charged by the office staff.

Any person who witnesses a breach of this policy should report this directly to the Designated Safeguarding Lead (DSL), Mrs Helen Norwood and in her absence to the Deputy Designated Safeguarding Lead, (DDSL) Mrs Joanne Farmer.

Staff should understand that failure to comply with the policy is likely to result in disciplinary procedures.

Monitoring and Review

This policy supports the School's Safeguarding policies including anti-bullying. It has been endorsed by the Governing Body and will be regularly monitored, and amended by the Leadership Team in line with current regulations and reviewed annually by Governors.

Updated September 2016

Reviewed and ratified by Governors February 2017

Next review February 2018

February 2017