



**Use of mobile phone, camera, email systems,  
internet, video cameras and cameras Policy**

Responsible member of SLT: **Scott Sanderson**

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Next review: **August 2021**

### **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the Early Years Department.

### **Use of mobile phone, camera, email systems, internet, video cameras and cameras Policy**

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of telephones, email systems and cameras within our school. The term 'school' will be used throughout this policy which includes the Early Years Department in its entirety.

Computers are increasingly becoming an integral part of our lives, both working and personal. Use of the internet, sending and receiving e-mails are very simple operations and their ease of use can be their biggest drawback.

This policy applies to the use of:

- all internet and electronic mail facilities, multi-user computers, workstations, micro-computers, and any networks connecting them provided by the School
- all hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities;
- mobile phones owned by staff members with or without internet and photographic facilities;
- cameras and video recorders owned by staff members;
- cameras and video recorders owned by the school

### **Staff**

Hardware owned, leased, rented or otherwise provided by staff may be directly connected only by arrangement with, and with the explicit approval of, the Bursar.

The system must be used only in connection with your duties for which the School employs you.

Limited use of e-mail and internet facilities for personal purposes is permitted. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this policy and must not disrupt staff duties. Personal use may only take place in the staff work areas and not within the rooms where children are present. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure.

You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner – in particular, you must not:

- create, transmit or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and you must not create, transmit or cause to be transmitted offensive, obscene or indecent material
- create, transmit or cause to be transmitted defamatory material
- create, transmit or cause to be transmitted material such that the copyright of another person is infringed
- download any files unless virus scanned
- use networked computing equipment for playing computer games
- gain deliberate unauthorised access to facilities or services accessible via local or national networks
- transmit by e-mail any confidential information of the School otherwise than in the normal course of your duties; **this also applies to photographs of any children.**
- send any message internally or externally which is abusive, humiliating, hostile or intimidating
- join any mailing groups or lists without the consent of the School
- you must not gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people
- disclose passwords to third parties without the consent of the School.
- Use your own email to have contact with a pupil. Always use your school email. If the email is not for a clearly school specific purpose, such as coursework, then make contact with the parent to explain your contact, or send your email to the parent and ask for it to be passed on to the pupil.

#### **Use of Social Network Sites – Employment Conditions**

- If an employee's personal internet presence does not make any reference to the school or cannot be identified, the content is unlikely to be of concern to the school. If employment at Alton School, of which The Early Years Department is part, is referred to, then the information posted would need to comply with the employment conditions outlined below. The School/Nursery does not authorise the use of social networking sites during working hours and therefore viewing or updating is not permitted. The use of personal networking sites when not at work must adhere to the following.
- The school does not approve of staff being 'friends' with parents on social networking sites and it is a condition of employment that staff shall not be 'friends' with parents.
- Instances where the school is brought into disrepute through actions which may constitute misconduct or gross misconduct, disciplinary action will be applied.

- An employee must not disclose confidential information relating to his/her employment at Alton School of which The Early Years Department is part.
- An employee must not disclose details of any children attending Alton School of which The Early Years Department is part.
- Sites should not be used to abuse or harass staff or parents. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed as offensive to others.
- If information on the site raises a cause for concern with regard to conflict of interest, employees should raise the issue with their line manager.
- Safeguarding is paramount and no reference should be made relating to any child/family/staff at Alton School of which The Early Years Department is part.
- Sites should not be used for accessing or sharing illegal content.
- Any serious misuse of social networking sites which has a negative impact on Alton School of which The Early Years Department is part, will be regarded as a disciplinary offence. This includes any conduct which may, in our opinion, damage the reputation of Alton School of which The Early Years Department is part, or undermine our policies, breach confidentiality, or defame a third party. Please consider whether your communications are appropriate and professional. This includes comments made through instant messenger applications.
- What you post on a site is open to scrutiny by others, and may impact on your role within school.

#### **Use of Social Network Sites – Personal Safety**

- Protect your own personal information online. The threat of identity theft can be significantly reduced if you exercise caution regarding the data you make public. Do not publish personal data (including, but not limited to, address, telephone numbers, birth date) or any details which advertise, for example, that your home is empty for 2 weeks whilst you are away on holiday.
- If you decide to meet someone in person from online, go to a public place and let friends and family know your plans.

#### **Use of personal mobile phones**

- Personal mobile phones must not be used within the Early Years Department during working hours. Neither must they be used within the school whilst teaching or supervising children unless in an emergency.

- Within Early Years, mobile phones must be stored within staff lockers or in the main office. Any member of staff expecting a call may have the call put through to the room telephone. Private urgent calls may be made/taken in the manager's office.
- Staff may not use personal mobile phones when out on walks/trips. School mobile phones will be provided for use in emergency. Personal use of the mobile whilst out with the children is not permitted.
- Members of staff should not use their mobile phone for taking photographs of the children whilst out on walks/visits. The school mobile should not be used for taking photos other than for 'tweeting'; the preferred method is to use the school camera or iPad.
- A school camera/iPad should be used for photographs.
- Parents and visitors are requested not to use their mobile phones whilst within the Early Years Department.
- Members of staff must ensure family members are aware of the main school/nursery room phone numbers for contacting in an emergency.

### **Use of cameras and videos**

- Members of staff must not bring their own cameras or video recorders into the Early Years Department or other staff to use them to photograph pupils.
- All photographs and video recordings of children are only taken for valid reasons i.e. to record their learning and development experiences. These will be used for displays and for evidence of learning and used within the child's learning journey. Parental permission is gained on entry for occasional use of photographs in advertising and local newspaper reporting. Christian names only will be used.
- Photographs or recordings of children are generally only taken on equipment belonging to the School and this includes the Early Years Department.
- Lead staff occasionally may use the School mobile phones to 'tweet' parents when on an outing. Any photographs used in this way must be deleted once 'tweeted'. See reference to 'tweeting' photographs above.

### **You must:**

- observe this policy at all times and note the disciplinary consequences of non-compliance which in the case of a gross breach or repeated breach of the policy, may lead to dismissal
- ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail
- produce and write e-mail with the care normally given to any form of written communication
- appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission

Alton School, which includes the Early Years Department, reserves the right to monitor staff communications in order to:

- establish the existence of facts
- ascertain compliance with regulatory or self-regulatory procedures
- monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes

- prevent or detect crime
- investigate or detect unauthorised use of the School's telecommunication system
- ensure the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destinations
- gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave.

## **Pupils**

- Pupils are not allowed to use their mobile phones in school. All phones must be kept locked away or handed to a member of staff for safe keeping
- Any mobile phone seen will be confiscated and handed to the Director of Schools or the Deputy Head. The phone is usually returned at the end of the day but the school management reserves the right to keep a phone longer if a pupil has transgressed before, or has used the phone to photograph other pupils.
- Pupils should not use their own cameras, ipads or video recorders in school.
- Pupils are not permitted to follow staff members as friends on social networking sites and any requests must be declined and an explanation given to the young person.
- No photographs or videos of staff, or pupils in uniform, either outside or on the school site, may be posted onto a social networking site.

## **Parents**

### **Use of Social Network Sites – Parents**

- Parents are requested not to upload photographs or videos which they may have taken, with permission, at functions held at Alton School. These events include nativity plays, fun days, sports days, drama events or any events held by the school
- Photographs or videos which may include other children as well as their own must not be uploaded without first gaining permission from the parents of all the children in the photographs.