



Policy No: 11.2

**APPLEFORD SCHOOL**  
**USE OF MOBILE TECHNOLOGY**  
**INCLUDING TAKING AND STORING IMAGES OF CHILDREN POLICY**  
**This policy applies to the whole school, including boarding**

**Legal Status:**

- This policy was prepared with reference to Ofsted advice on the use of mobile phones, the Department for Education's published guidance on the use of mobile phones and UK law governing the use of mobile phones while driving.

**Applies to:**

- the whole school, out of school care, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), pupils on placement, the proprietor and volunteers working in the school.

**Related documents:**

- Safeguarding Policy And Procedures including Child Protection
- E-Safety Policy including Cyber-bullying and Acceptable Use

**Availability:**

- This policy is made available to parents, staff and pupils in the following ways: via the School website, parent portal and on request, a copy may be obtained from the Office.

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Headmaster undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: November 2018

Mr David King  
Headmaster

Dr Peter Gardner  
Managing Director

Review: November 2019

**Introduction**

Whilst we welcome the use of mobile phones and cameras for educational purposes and the convenience they offer and recognise that learning to use digital technology is an important part of the ICT and wider curriculum, equally we have to ensure the safeguarding needs of the children are met and staff, parents and volunteers are not distracted from their care of children. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication will often provide security and reassurance; however, as with any other form of technology there are to be associated risks. Children and young people must be encouraged to understand such risks to enable them to develop the appropriate strategies, which will keep them safe. The widespread ownership of Smart / mobile devices e.g. phones, tablets, MP3/4 players etc. and accessories,

Appleford School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

hereafter referred to as mobile devices, among young people requires that all boarding and school staff, pupils, parents and carers take steps to ensure that mobile devices are used responsibly at school. As a specialist SpLD school, we recognise the many benefits 'smart' technology can bring to a pupil's learning and we wish to embrace these, but within a safe environment.

Appleford School has established the following Acceptable Use Policy for mobile devices that provides staff, pupils, parents and carers' guidelines and instructions for the appropriate use of mobile devices during school and boarding hours. Pupils, their parents or carers must read, understand and sign the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school. The Acceptable Use Policy for mobile devices also applies to pupils and staff during school excursions, camps and extra-curricular activities both on the school campus and off-site. It also applies to usage in our boarding houses and during any unstructured times during the school term.

As with online safety issues generally, risks to children and young people should be broadly categorised under the headings of:

- content
- contact
- conduct
- commerce.

These issues are to be managed by reducing availability, restricting access and increasing resilience.

This philosophy is to be applied to the use of mobile phones through the Mobile Phone Policy. Acceptable use and management of mobile phones is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses as to be agreed with the Designated Safeguarding Officer. Safe and secure storage facilities are to be made available to store personal belongings as necessary. Under no circumstances are images, video or audio recordings to be made without prior explicit written consent by the Designated Safeguarding Lead (DSL).

**Aims:** The aim of the Mobile Phone Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones by all individuals who work or visit our school. Children and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use. This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

**Scope:** The Mobile Phone Policy will apply to all individuals who are to have access to and/or be users of personal and/or work-related mobile phones within the broadest context of the setting environment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, pupils, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

**Policy statement:** It is to be recognised that it is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and cyberbullying. It must be understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others. It will often be very difficult to detect when mobile phones are present or being used. The use of all mobile phones needs to be effectively managed to ensure the potential for misuse is to be minimised. The school will be a designated 'mobile use free' area and signs to this effect are to be displayed throughout.

**Code of conduct:** A code of conduct is to be promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the children and young people in their care. It is to be ensured that all practitioners and their managers will:

- be aware of the need to protect children from harm.
- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- be vigilant and alert to potential warning signs of misuse.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- be responsible for the self-moderation of their own behaviours.
- be aware of the importance of reporting concerns immediately.

It is to be recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones within the school. This is to be agreed by all service users, including all children, young people and adults who are to come into contact with the school setting.

**Guidance on use of mobile phones by teaching staff:** The following points apply to all staff and volunteers at our school and apply to the use of all mobile devices to ensure the quality of supervision and care of the children, as well as the safeguarding of pupils, staff, parents and volunteers in the school.

Appleford School allows staff to bring in mobile phones for their own personal use. However, they must be kept on silent during teaching hours and away in closed drawers or their bag at all times. Mobile phones are not allowed to be used in the presence of pupils. Staff are not permitted to use recording equipment on their personal mobile phones to take photos or videos of pupils. If staff fail to follow this guidance, disciplinary action will be taken in accordance to Appleford School disciplinary policy. During outings nominated staff will be permitted to have access to their own mobile phones, which are to be used for emergency contact only. There are iPads with access to wifi owned by the school for the specific education purposes.

If staff need to make an emergency call, (such as summoning medical help or reporting an intruder on the premises) they must do so irrespective of where they are, via their own mobile phone or a school phone. Staff should provide the school number to members of the family and next of kin so in an emergency the member of staff can be contacted on the school phone.

There are film and digital cameras available within the school and only these should be used to record visual information within the consent criteria guidelines of the school. Staff must ensure that there is no inappropriate or illegal content on their phones or mobile devices. Should any member of staff become aware of inappropriate or non-essential use of a mobile phone, this should be reported to a member of the SLT, and may be subject to disciplinary action. Staff should remind parents regularly of school policy with regard to mobile phone use with the following statement on weekly emails, when announcing events:

"You are welcome to photograph your child at this event providing the images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 1998. Please be aware these images (which may include other children) must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing images, or uploading them into a 'public space', is likely to be in breach of the Act."

**Storage and review of images:** Our images are stored securely in the staff area of the school's intranet. They are reviewed annually and are deleted when no longer required, or when a pupil leaves the school. We regularly check and update our web site, when expired material is deleted.

**Appleford School Website and Facebook Page:** Photographs and videos may only be uploaded to the school's website, Facebook or Twitter with the Headmaster's approval. Pupil's surnames together with their photograph are never used on our website, Facebook or Twitter page. When pupils join Appleford School, we ask parents to sign consent for photographs and videos to be taken for such purposes. If consent is withheld such photographs/videos are not published of the individual child concerned. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

**External Photographers:** Professional photographs are taken throughout the year at school shows, by local media and Professional School Portraits. The Headmaster or Designated Safeguarding Lead ensures that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children from inappropriate use of images.

**Appropriate use of a mobile phone during the school day (Including Social Networking):** Mobile phones have a place on outings or in school buildings, which do not have access to a school landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe. Ideally staff should use school mobile phones in these circumstances but, if required to use a personal phone, should input 141 to ensure their own number is hidden.

By arrangement with SLT, a member of staff's mobile phone may be designated as the means of communication for specific activities. The leader of the trip should ensure all participants (including parents, volunteers and partners) in the activity are aware of this Mobile Phone and Camera Policy.

When leaving the school building with children (e.g. for sport, or on school trips), the mobile phones of all members of staff must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the children must be left at Reception and a list of contact telephone numbers for all children should be with the leader of the off-site activity (although these must be kept confidential).

#### **Use of Social Media (See Code of Conduct for more details)**

Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the organisation's reputation. (We advise all out staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and pupils, this could involve removing their last name from their page). We explain to staff that although they are able to accept friendship requests from friends who may also be parents of pupils at the school, staff must be aware of the potential issues this could cause. Staff must not share personal details/information with pupils under the age of 18 past or present pupils) via social networking sites. If staff choose to have any ex-pupils who are over 18 Years, or parents of pupils as friends on social networking sites, they are reminded that they must not post anything onto social networking sites that would offend any other member of staff or parent using the setting. Additionally, any information posted in relation to Appleford School must not be open to view by friends of friends / people from outside of school. If any of the above points are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal.

**Children and mobile phones:** The school takes precautions to ensure that pupils limit access to their personal mobile devices during the school day, and reserves the right to confiscate and monitor personal devices when deemed necessary for safeguarding concerns. Pupils in Year 10 and above are allowed a mobile phone in school only with parental signed permission; these should be switched off and kept securely in lockers, their room or their school bags unless permission has been given by the classroom teacher for example: note taking and science courses use phones to record data for laboratory assignments. In the event of a mobile phone being used in a lesson without permission from the teacher, the phone should be confiscated and given to the Head of Boarding.

In the boarding houses, mobile phones are permitted during free time, although their use is prohibited after lights out. Phones are collected in from all pupils before bedtime. Mobile devices must not be used to directly take photographs, video or sound clips of any person who is unaware of the action and who has not given their

permission. Pupils and staff are informed about the statutory framework regarding the sharing and publishing of photographs and videos, regardless of the media chosen. Staff must adhere to the Child Protection Policy and Staff Code of Conduct.

Any use of mobile technology to intimidate, bully, harass, threaten or attempt to radicalise others or breach copyright laws will be counted as an infringement of network use and breach of discipline and will be dealt with in accordance with the School's behaviour and discipline policies. This may result in disconnection from the network, confiscation of the mobile technology and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission and if in doing so, School and statutory guidelines are not breached.

Pupils are reminded that 'sexting' (sending or posting images or videos of a sexual or indecent nature) is strictly prohibited by the School and may constitute a criminal offence. The School will treat incidences of sexting (both sending and receiving) as a safeguarding issue and pupils concerned about images that they have received, sent or forwarded should speak to any member of staff for advice.

**The School has the right to confiscate and search any mobile electronic device if it suspects that a pupil or staff member is in danger or has misused a device. This will be done in accordance with the School's policy on searching and confiscation as set out in the Behaviour and Discipline Policy.**

#### **Use of images: displays etc**

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within School premises,
- Communications with Appleford School community (parents, pupils, staff), for example newsletters.
- Marketing Appleford School both digitally by website, by prospectus [which includes a DVD], by displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

**Images that we use in displays and on our web site :** The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, 'Sports Day, Summer Term 2016'). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit Appleford School. Parents are given the opportunity to purchase copies of these photographs.

The children take part in various events throughout the year, such as the nativity, sports day, speech day and drama productions. Parents present often take photographs of these memorable events, which may include groups of children. If a child takes part in the events, the parents are consenting to their child possibly being photographed or included in a group photograph by other parents. Parents sign to indicate understanding of this in the Parent Pack.

**Media coverage:** We will always aim to notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that images including children whose parents or guardians have refused permission for such images of their children to be used are not used. We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

**Staff induction:** All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

**Use of Mobile Phones for Volunteers and Visitors:** Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If staff observe that parents are using their mobile phones whilst in school, we will politely remind visitors as to why we do not permit the use of mobile phones in school. The exception to this would be at an organised event (see below). If they wish to make or take an emergency call they may use the office and the school phone.

**Parental use of mobile phones/cameras within the school buildings:** The growth of hand-held mobile technology and interconnectivity has implications for the safety of children, so in order to reflect the policy on safeguarding and child protection, it is essential parents do not use their mobile phones/cameras in the school building, apart from circumstances as outlined below. Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of children or in public areas of the school such as during meetings and school events.

The school records images of children, both through moving pictures and stills, for assessment and reporting of progress, as well as celebration of their activities. It goes to some lengths to photograph events and performances, which are available on request (or through purchasing), particularly in order to avoid distraction of children while performing and disturbance within the audience.

However, some parents may want to record their own images of their children at school events such as assemblies, matches or concerts. They are welcome to do this so long as these images are for personal use only (e.g. a family album) and so are exempt from the Data Protection Act 1998. We will remind audiences of this at the start of each event, where practicable. These images must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing these images, or uploading them into a 'public space' is likely to be in breach of the Act.

**Other mobile technology:** No personal tablets, e-readers or personal laptops are allowed in school unless a justified educational reason has been agreed by the school and individual permission has been given by the Headmaster. Prior to this agreement, the device must be submitted to the IT Manager for checking and during its use any media uploaded must, at the end of the day, be taken off the device and placed on the school network.

When accessing the school WiFi, staff must adhere to the ICT acceptable use Policy. Staff, pupils, volunteers and parents are responsible for their own mobile devices and the school is not responsible for theft, loss, or damage.

**Driving and the law:** The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop. Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen.

The Board and employees of the school will not require any employee to receive or make calls on a mobile phone while driving. Mobile phones must instead be directed to the message/voicemail service while driving.

The Headmaster will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary. Notification of any contravention of these requirements may be regarded as a disciplinary matter.