

## COMPUTING, MOBILE DEVICE AND CAMERAS POLICY

### **This policy covers all pupils including the Early Years Foundation Stage (EYFS)**

Computing in schools prepares children to participate in a rapidly changing world in which work and other activities are being transformed by access to developing technologies. Children use computing tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination.

The overall school aim for computing is to provide a high-quality computing education which equips pupils to use computational thinking and creativity to understand and make positive contributions to the world. Computing has deep links with mathematics, science and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, express themselves and develop their ideas through information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

Computing offers opportunities for children to:

- Develop computing capability and understand the importance of information and how to select and prepare it.
- Develop their skills in using hardware and software to enable them to manipulate information.
- Develop their ability to apply computing capability to support their use of language and communication.
- Explore their attitudes towards computing, its value for themselves, others and society and their awareness of its advantages and limitations.
- Develop good health and safety attitudes and practice.

The computing strategy is guided by the following principles:

- Investments in computing resources are linked to raising the achievement of children and increasing efficiency of administrative procedures.
- The use and effectiveness of computing resources is monitored and evaluated annually.
- Computing resources are deployed to provide the greatest amount of use to the greatest number of children.
- The provision of computing resources and support contributes to the highest possible standards of learning and teaching using computing.

### **Child Use**

We recognise that mobile phones and devices including Fitbits and other 'wearable tech' are part of everyday life and that they also play an important role in helping children to feel safe and secure. However, children are **not** allowed mobile phones, devices or electronic games in school except in exceptional circumstances and with the express permission of the Head Teacher. It is accepted that children in Form 6 will possibly bring mobile phones into school when they are walking to or from school independently in order to prepare for Secondary transfer. The children hand the mobile phone into the School Office on arrival at the beginning of the day and collect it at the end of the day.

If any child is found in possession of, or using, their own or a "borrowed" mobile phone during the school day, the phone (including sim card) will be confiscated and taken to the School Office from where it can be collected at the end of the day by the child's parent. Confiscated phones will be put in an envelope with the child's name and the confiscation date clearly displayed.

Mobile phones/laptops or any electronic equipment should not be used by pupils to contact staff via social networking sites or other means.

## **Adult use – Staff and Visitors**

- The school accepts that employees and visitors will bring their mobile phones and personally-owned mobile devices in to school.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- All visitors are requested to keep their phones on silent.
- Employees are not permitted to make/receive calls/texts during lessons or formal school time unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.
- Staff should ensure that mobile phones and other personally-owned devices are turned off or on silent during lessons or formal school time. They should be kept in a drawer, cupboard or bag and not be left conspicuously on display.
- All staff are required to adhere to the ICT Acceptable Use Agreement, and specifically to ensure that any images taken of pupils are appropriate and stored and managed safely.
- Staff are expected to use cameras/mobile phones/devices provided by the school in order to take or record images, video or audio footage of pupils.
- The use of staff personal mobile electronic devices to take or record images, video or audio footage of pupils in school or on visits is to be avoided. In certain circumstances, the use of personal mobile electronic devices equipment may be permitted with prior consent from a member of the SLT. In such circumstances, images must be uploaded onto the school system and deleted from the personal device as soon as possible.
- All staff should be aware of the potential risks to safeguarding involved when electronic images of pupils are being stored on devices that are taken out of school. Every reasonable measure must be taken to ensure that images of children are not shared electronically in the public domain unless through the agreed channels as stated in our policy for the use of images of children and consented to by parents on admission.
- Mobile phones and personally-owned devices are not permitted to be used at all in certain areas within the school site, e.g. areas where children are changing and children's toilets.
- In the EYFS, school mobile electronic devices are used to capture images of children learning. These images are used as evidence for their EYFS learning journals, their online profile of development and some display and marketing purposes including our school website. Such images are to be captured solely for these purposes. Mobile electronic devices must not be taken into children's toilets or used when they are changing. If photographs of children washing their hands in the toilets area are needed for evidence, they must be taken in the presence of another member of staff. The gathering, storage and sharing of images of children by staff must be carried out using school equipment only and must adhere to our policies for E-Safety and Mobile Electronic Devices. Staff must be mindful of the additional risks incurred if such devices are removed from school and must act responsibly to ensure images are stored safely. Staff must keep their personal mobile electronic devices out of use within the EYFS.
- Mobile phones/laptops/personally-owned devices or any electronic equipment should not be used by staff to contact pupils via social networking sites or other means.
- Staff are obliged to inform the Head Teacher if pupils or parents are attempting to contact them via social media.
- Staff are not permitted to use their own mobile phones or personal e-mail accounts for contacting children or their families in a professional capacity.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member does not have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.
- There are currently two Samsung tablets in use in EYFS. These are used by the children for educational purposes and by staff to access the Tapestry observation system. Please see Tapestry On-Line Journal Policy.
- It is requested that staff do not make calls on their mobile phones in the Staff Room during break and lunchtimes when other members of staff are present.
- If a member of staff breaches the school policy, then disciplinary action may be taken.

## **Adult use – Parents**

It is accepted that parents may bring mobile phones or personally-owned mobile devices onto the premises. Parents are not permitted to take photographs of individual children around the school or make

private phone calls when on the school premises. However, they are permitted to take group photos at assemblies and productions/presentations where staff are present. Parents are responsible for ensuring that they only use these images for personal/family use and only put images of their own child on social media networks if they do not contain recognisable images of other children. The same rules apply when parents accompany school trips. For more detail see the Taking, Storing and Using Images of Children Policy.

### **The Curriculum: On-line Safety**

As the school increasingly works online, it is essential that children are safeguarded from potentially harmful and inappropriate online material whether they are at school or at home (for example the consequences of harmful online challenges and hoaxes). All children are taught about how to keep themselves safe online throughout the year, but with particular emphasis at the beginning of the academic year. This is done as part of ICT and PSHE lessons (which include Relationships and Health Education). There is a permanent display in the ICT suite and children in Years 2 – 6 make posters about Internet safety annually.

State-of-the-art filtering products are implemented which are regularly reviewed and upgraded. Whilst our robust filtering system is set to a high level, we do not consider that we are 'over blocking' and provide age appropriate access to the Internet in line with the guidance in Keeping Children Safe in Education. No filtering system is 100% fool proof. Should children stumble upon inappropriate content the School ensures that they are equipped to deal with this.

Teachers, governors and parents understand that they have an active part to play in the protection of pupils and staff undertake regular online safety training.

Governors ensure that (as part of the requirement for staff to undergo regularly updated safeguarding training and the requirement to ensure children are taught about safeguarding including on-line), on-line safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

This policy is in compliance with the current version of 'Keeping Children Safe in Education' (DfE) and is to be read in conjunction with the following related policies:

- Child Protection & Safeguarding
- Computing & ICT - Acceptable Use Policy (Pupils)
- Computing & ICT - Acceptable Use Policy (Staff)
- E-Safety
- Off-site Educational Visits
- Preventing Extremism and Anti-radicalisation
- Staff Induction
- Taking, Storing and Using Images of Children
- Tapestry On-Line Journal

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