



SEVENOAKS
PREPARATORY SCHOOL

MOBILE DEVICES AND PHOTOGRAPHY: ACCEPTABLE USE POLICY

Status and Review Cycle: Bi-annual

Policy reviewed and amended: Autumn 2016

Next review date: Autumn 2018

Governor Lead: Mrs Jan Berry

Policy Holder: Mr Luke Harrison

luke.harrison@theprep.org.uk

01732 762336

Aims

We aim to provide an environment in which:

- children, parents and staff are safe from images being recorded and used inappropriately
- staff are not distracted from their work with children
- mobile phones and cameras are not used inappropriately around children

Definition

A mobile device is a portable, wireless computing device that is small enough to be used while held in the hand. Examples include smartphones, personal digital assistants (PDAs), tablets, still and video cameras, etc.

Implementation

We aim to protect children by implementing a clear policy on the acceptable use of mobile devices that is understood and adhered to by all parties concerned without exception. This policy applies to all staff (including governors, volunteers and all adults in regulated activities) and parents (including other carers) at Sevenoaks Prep.

Mobile Devices

The School allows staff, and parents, to bring in personal mobile devices for their own use. Staff, and parents, are responsible for their own mobile devices and the school is not responsible for theft, loss or damage.

- Staff must not make personal use of mobile devices during lessons or in the presence of children, including for instant messaging, reading personal emails or use of social networking sites.
- Use of personally owned mobile devices for school purposes is permitted in the presence of pupils, but staff are warned to be sure nothing inappropriate for the school environment becomes visible to pupils (e.g. in search suggestions).
- Staff may only take phone calls during staff breaks or in their own time in an area away from children.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile phone in an area away from children.
- Staff should only contact parents using their personal mobile devices in necessary circumstances (e.g. emergency contact with parents required, but malfunction of all the setting phones due to power cuts / lack of mobile signal for the setting mobile).
- During group outings staff may use their mobile phone for personal use or in emergency use. Wherever possible, a School mobile phone should be used.
- Users bringing personal mobile devices into the setting must ensure there is no inappropriate or illegal content on the device.

- All staff members are responsible for checking that only age-appropriate material is used in school.
- Staff must do all that they can to ensure that technologies are not used to tease, bully or threaten.
- When accessing the school WiFi, staff must adhere to the Staff ICT Acceptable Use Agreement and the requirements set out in the section on “Use of Telephone, E-mail systems and Internet” in the employee handbook.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head.
- Concerns will be taken seriously, logged and investigated appropriately. (Please refer to the Child Protection (Safeguarding) Policy with regard to allegations against a member of staff.)

Photography

Photographs may be taken by staff for the purpose of recording a child or group of children participating in activities or celebrating their achievements. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- In the EYFS, the recording application (Tapestry) used will allow next of kin to view observations and photos of children’s work from their own device or computer. Parents are invited through a secure system to see their own child’s information and will be given a unique registration and password.
- Wherever possible, school mobile devices should be used to take any photo of children within the setting or on outings.
 - Staff may use their own mobile devices to take photographs as long as they are not of children.
 - A personally owned dedicated camera (not a phone or tablet) with a school provided memory card can be considered a school device. A list of such cameras will be maintained by the IT Department. The memory card must be kept secure, preferably in school and returned when the staff member leaves.
 - As a last resort, staff may use a personal mobile device to take a photograph of a pupil. However the photograph must be removed from the device as soon as possible (eg as soon as an outing returns to school), as well as removed from any personal accounts on cloud services linked to the device (eg iCloud). If a staff member is not confident in their ability to completely remove the photograph, they should not take the photograph and should consult the IT department.
- Images taken by staff on these mobile devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. All staff are responsible for the location of the mobile devices, which should be stored securely when not in use e.g. in a locked cupboard in the classroom.

- Images taken and stored on a mobile device must be downloaded and removed from the device as soon as possible, ideally at least once a week, unless the device is encrypted and password protected.
- Photographs must not be transferred or stored off-site except on school devices (e.g. school cameras on school trip) and within school online services (e.g. Tapestry and OneDrive). This does not apply to photos that have been published publicly (e.g. on the school website or a DVD distributed to parents). The Head may grant permission for staff to work temporarily on school photographs on their own home computer or mobile device for a school purpose (e.g. edit a video of a school production). If permission is granted, the Head will keep a record of this and the member of staff involved will ensure that relevant images are transferred and stored securely, then deleted from their home device at the earliest opportunity. Staff will be advised that the photographs may still be recoverable after deletion and that they must follow advice from the school IT Department before disposing of devices used.
- Under no circumstances must mobile devices with recording equipment of any kind be used in the washrooms or changing rooms.
- The School (via the EYFS Coordinator, ICT Systems Manager, Second Master, Assistant Heads, Head of Pre-Prep, Head or other designated employee) reserves the right to check the image contents of a staff member's mobile device should there be any cause for concern over the appropriate use of it.

Parents

Under the Data Protection Act 1998, the school must seek parental consent to take photographs and use video recorders. Parents are requested to inform the school in writing if they do not wish the use of photographs of their offspring in school publications, advertisements, on the website or in press articles.

Staff should remind parents regularly of the school policy with regard to mobile device use with the following statement put on display at events:

"You are welcome to photograph your child at school events providing the images are for personal use only (e.g. family album) and so are exempt from the Data Protection Act 1998. Please be aware that 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."

Reviewed by Policy Holder:	Mr Luke Harrison
Signature:	Date:

Approved by Governor Lead:	Mrs Jan Berry
Signature:	Date:
Updated: Autumn 2016	Date for next Revision: Autumn 2018