

Acceptable Use of Cameras & Mobile Phones Policy

Mobile phone technology has advanced significantly over the last few years – and it continues to evolve. Wireless connections have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer internet and email access, alongside the standard functions of messaging, camera, video, and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues, risks to children and young people can be broadly categorised under the headings of content, contact, and conduct and managed by reducing availability, restricting access and increasing resilience.

Statement of intent:

It is our intention to provide an environment in which staff and our customers are safe from images being recorded and inappropriately used in turn eliminating the following concerns:
Staff being distracted from their work with children.

The inappropriate use of mobile phone and cameras around children.

Aim:

To have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties without exception. To achieve this aim, we are operating with the following "Acceptable Use Policy."

Mobile phones:

Progressive Sports allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device unless without permission. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones or devices are NOT used within the presence of children.

Mobile phone calls may only be taken at staff breaks or in staff members' own time and in an environment or room not in the presence of children.

In an emergency, they are free to use their phone and make a personal call from their mobile in an environment which is away from a child. If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from senior management.

Mobile phones must not be used to take photographs unless prior written consent has been received from parents.

Senior Management also hold the right to check the image content of a member of staffs mobile phone, should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then the Child Protection Co-ordinator will be contacted immediately.

Cameras:

Staff are not permitted to take photos or videos or use their phone unless permission is granted by senior management and photographic consent has been obtained.

Many schools now have designated iPads and tablets for this purpose, and it is the responsibility of the staff member to ask the school if they are permitted to use them and the procedure around this.

Images taken should not be kept or downloaded on a personal device.

Smart watches:

Smart watches should only be used with limited options. Text messages or calls are not allowed via the device whilst in the presence of children. Smart watches may be used a timer or stopwatch, as per a normal digital watch.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.