

**Parkview Academy  
Mobile Phone and Camera Policy  
Feb 2021**

**146-148 Parkview Road  
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## **1. Aim**

Our aim is to have a clear policy on the acceptable use of mobile devices (including phones and iPads) and cameras that is understood and adhered to by all parties concerned without exception. We welcome the use of mobile devices and cameras for educational purposes, 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 through the use of such devices.

## **2. Guidance on use of mobile devices by teaching staff including those in the EYFS**

The following points apply to all staff and volunteers at Parkview Academy 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.

Personal mobiles phones/cameras/iPads (including for instant messaging, internet use or social networking services) must not be used or on display (switched off or silent mode) during the school day in any public area or the presence of children, They may be used in the staff zone when staff are away from the children and are on a break.

Staff must ensure their mobile devices have no inappropriate or illegal content stored on the device.

Staff should not use their personal mobile devices to contact or photograph pupils or their families within or outside the school.

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 device use with the following statement, when announcing events, on programmes for events:

*“You may photograph your child and only your child at this event providing the images are for personal use only (e.g. a family album). It is prohibited to take pictures of other children and share data, as per Parkview Academy’s GDPR Policy”*

### **3. Appropriate use of Mobile Devices and cameras during the school day**

Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development. Children are photographed during the school day using school cameras or iPads. Only school owned cameras should be used in conjunction with school owned memory cards. Personal memory cards should never be put into school cameras, and school memory cards should never be put into personal cameras. School camera memory cards should be downloaded on to school computers only.

#### Trips:

Mobile phones have a place on outings or in school buildings which do not have access to a school landline. In these cases, staff may use personal mobile phones.

The leader of the trip should ensure all participants (including parents and or volunteers in the activity are aware of this policy, and ensure that they do not have their personal mobile phones with them during the trip.

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). School cameras or school iPads only should be taken on trips in order to photograph and film. If staff wish to take school iPads off the premises they should ask permission of the Head Teacher or other SMT member if the Head is not in school.

#### Parental use of mobile phones/cameras within the school buildings

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We do not allow parents to photograph or video school events such as shows or sports day using their mobile phones.

Parents are reminded verbally at the start of any event and in writing – on invitations, reminders and programmes.