

THE ROCHE SCHOOL
Electronic Devices Acceptable Use Policy
Including Mobile Phones, Cameras and Smart Watches

This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	Public Domain
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Authorised by (if required)	SLT team
Review/Update Date	October 2025
Responsible Area	Jonny Gilbert

Statement of Intent

It is our intention to provide an environment in which children, parents and staff 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 phones, cameras and other electronic devices around children.

Aim

The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members of The Roche School community to take steps to ensure that mobile phones and personal devices are used responsibly. Our aim is to have a clear protocol on the acceptable use of mobile phones, cameras and any other mobile electronic devices that is understood and adhered to by all parties concerned without exception. This includes all staff but also volunteers within the school who will be relayed the key points in the visitor information sheet or, if parent readers, will be given their own clear protocol which adheres to the expectations in this policy.

The use of mobile phones and other mobile electronic devices at School

The Roche School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers but requires that such technologies need to be used safely and appropriately within school.

The Roche School allows staff to bring in personal mobile telephones, smart watches and fit-bits for their own use. Under no circumstances does the school allow a member of staff to contact a current

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

pupil. Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.

Users bringing personal mobile phones and other mobile electronic devices into school must ensure there is no inappropriate or illegal content on the device. The use of mobile phones/devices during teaching time is strictly forbidden. All staff must ensure that their mobile telephones/devices are stored away throughout contact time with children. Staff bags should be placed in a secure place within the classroom or in the staffroom.

It is understood that staff may need to check text messages and/or personal emails in the case of an emergency or during break times. The only places that staff may check their personal devices are in an empty classroom or in a staff room. Personal use must not interfere with your work commitments (or those of others).

If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or the staff room. All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Expectations for safe use of personal devices and mobile phones

- Electronic devices of all kinds that are brought in to school e.g. cameras are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Please see the Acceptable Use Policy for clear guidelines in terms of the use of Mobile phones and Smart watches in school. These devices should not be used in front of pupils in the school.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- All members of The Roche School community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of The Roche School community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- **Pupils are not allowed to keep their mobile phones, smart watches or fit-bits with them in school and have to hand them in to the school office or teacher at the start of the school day and collect them at the end of the school day.**

- All members of The Roche School community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/setting's policies.
- School/setting mobile phones and devices must always be used in accordance with the Acceptable Use Policy
- School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

The use of Mobile Phones/Devices on School Trips and Visits Offsite

Games staff may use their mobile phones during games sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes. On school trips and visits offsite, staff members should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.

Pupils' use of personal devices and mobile phones

- Pupils are not allowed to keep their mobile phones or personal devices with them in school and have to hand them in to the school office or class teacher at the start of the school day and collect them at the end of the school day.
- Smart Watches with camera facilities and independent access to the internet are not allowed to be worn by children during the school day. Any children who have these devices for the purposes of travelling to and from school independently must hand them into the school office or class teacher at the start of the school day and collect them at the end of the school day.
- Under no circumstances should a mobile phone or Smart Watch be used by children to record still or video images, or to record audio whilst on the school premises.
- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office. Exceptions may be permitted in exceptional circumstances on a case-by-case basis and as approved by the headteacher.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.

- School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent/carer. Searches of mobile phone or personal devices will be carried out in accordance with the school's policy.
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

Staff use of personal devices and mobile phones

- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities.
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times and not be visible to the children at any time.
- Bluetooth or other forms of communication should be "hidden" or switched off during lesson times.
- Personal mobile phones or devices will not be used during teaching periods.
- Staff will ensure that any content bought on site via mobile phones and personal devices is compatible with their professional role and expectations.
- If a member of staff breaches the school/setting policy then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or has committed a criminal offence then the police will be contacted and allegations will be responding to following the allegations management policy.

Visitors' use of personal devices and mobile phones

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's policy.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the social media policy.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Reporting Concerns

Mobile phones/devices must never be used to take photographs of children under any circumstances. If this occurs, a member of the SLT should be informed immediately. If a member of the SLT is the focus of a concern, the Head Teacher must be informed immediately. If the Head Teacher is the focus of concern, the Local Authority Children's Services Department should be informed immediately.

If there is a concern about the image content of a member of staff's mobile phone/device, the Head Teacher reserves the right to check the image content or contact the police. Should inappropriate material be found then the Police and Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the Wandsworth Procedures for Managing Allegations against staff.

We expect any member of staff or volunteer who is concerned about the behaviour or presentation of a colleague, or sees an incident which concerns them, to discuss this as soon as possible with the Designated Safeguarding Lead or Head Teacher. If necessary the whistleblowing procedures can be used but an ethos should be encouraged which enables open discussion, and allows staff or volunteers to feel able to discuss any concerns without fear of reprisal.

In the event of a staff allegation the Head Teacher (or Chair of the Advisory Board, if allegation is against the Head) must be informed and the Wandsworth Procedures for Managing Allegations against Staff followed. This will always involve a discussion with LA officers and a referral to the Local Authority Designated Officer (LADO) where appropriate within 24 hours of the concern / allegation becoming known.

Parents/carers are able to use mobile phones to record school assemblies and other events, but are asked to respect the wishes of other parents and limit their recording to their own child(ren). Senior members of staff are always present at these events to monitor the recording taking place.

Cameras and Child Image

The safeguarding of our children is of paramount importance and we take seriously the rights of Parents and Carers to protect the identity of their child/children. As such, we will request written and signed permission for the school to use: - Their child's image in school printed publications and the website. - Their child's image (without name) on school social media accounts, such as Facebook and Twitter - Their child's image (without name) in press or media events, such as news articles, agreed by the school. A child's image and/or name will not be used without the aforementioned consent.

Only school owned devices should ever be used. 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. Photographs of children should always be taken when they are in open spaces and visible by other adults. Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.

Appropriate use of school owned electronic devices

Staff must ensure that they do not try to access any inappropriate or illegal material from school owned electronic devices, including laptops and desktop computers. The school's filtering system should block such attempts but it is still a contravention of school policy to attempt to access such content. It is a disciplinary matter according to the process outlined in the staff handbook to do so.

Use of Mobile Devices in EYFS

This policy applies to the whole school, including the EYFS. Mobile phones/devices should not be used within the EYFS setting for the protection of both staff and pupils. Any photographs or footage of pupils taken for the purposes of observation and assessment must be done on school owned devices. The EYFS have iPads and iPods available for this purpose. Under no circumstances must staff use their personal devices to capture images of children.

Failure to Adhere

2 verbal warnings all recorded followed by meeting and written warning.

Every member of staff is required to sign the below form to acknowledge receipt of and compliance with this Policy. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Acknowledgment of Electronic Devices including Mobile Phones and Cameras Acceptable Use Policy

I acknowledge that I have received a copy of The Roche School Mobile Telephone Protocol & Acceptable Use of Cameras Policy. I understand that this document replaces any and all prior verbal and written communications regarding the use of mobile telephones and cameras at school.

I have read and understood the contents and will act in accordance with the policies and procedures as a condition of my employment with The Roche School.

I understand that if I have questions or concerns at any time about this policy, I will consult the Head Teacher or the Designated Safeguarding Lead for clarification.

I understand that a failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Please read this policy carefully to understand the contents before you sign this document.

Employee Signature

Date

Employee Name (Please Print)