



## Sir Alexander Fleming Primary School and Nursery

# Safe Use of Technology Devices

Written September 2024  
Next Review September 2025

### Scope of this policy

The purpose of this policy is to set out general rules about mobile devices and personal electronic devices, and to give staff guidelines regarding the appropriate use of such devices in the course of carrying out their duties.

The responsible, considerate and safe use of mobile phones and portable electronic devices is part of the multi-dimensional, social and behavioural goals which are embedded within our educational and management processes. This relatively short policy is part of our strategy for safeguarding children within our care. It complies with current *Keeping Children Safe in Education (KCSIE) guidance* and should be read in conjunction with our other policies, notably:

- E-safety
- Safeguarding
- Anti-Bullying
- ICT Usage
- Learning for Life
- Photos and Images
- Social Media

### General rule for children

Children are prohibited from bringing mobile and personal electronic devices to school. If such devices are brought in, the class teacher must be informed and the mobile and / or electronic device must be taken to the school office / stored in teacher's cupboard. This will be stored until the end of the school day.

### General rule for staff and visitors

The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited<sup>1</sup>. This applies to situations both on-site and off-site (e.g. on trips). When in the presence of children, personal electronic devices should be kept out of sight of pupils (e.g. in a draw, bag or jacket pocket) and set to silent. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.

Personal electronic devices may be used when not in the company of pupils. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted by electronic communications.

Staff must ensure that there is no inappropriate or illegal content on their personal devices. The Headteacher reserves the right to check the contents of a staff-member's **school** devices (laptop, Ipad, phone) should there be any cause for concern relating to our responsibilities for the safeguarding of children.

### **Use of cameras**

An increasing number of electronic devices now have built-in cameras and have the capability to capture copy and transmit images and other recordings through a range of technologies and formats. Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose.

No parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises, except for some<sup>2</sup> specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way. Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

### **EYFS settings**

Given the more vulnerable nature of children within the EYFS setting, extra care should be given to the use of devices in these year groups. All existing regulations regarding the use of devices apply to the EYFS. The following regulations are expected to be of particular note to the EYFS setting:

- Mobile phones must not be used in any teaching area or within the bathroom area

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<sup>1</sup> A pragmatic and common sense approach must be taken to the interpretation of this rule in the context of evolving technologies. For example, the **Apple Watch** and other wearable devices would technically be in breach of this rule. If staff choose to wear such devices, they must be especially mindful that their professional behaviour is not compromised, either in the quality of their vigilance and supervision of children, or in the example they set to children by avoiding being, or being seen to be, distracted or addicted to message and alert-checking.

<sup>2</sup> We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.

- All mobile phones and similar devices must be stored securely away from pupils during contact time with children. This includes staff, visitors, parents, volunteers and students
- Only school devices should be used to take photographs

### **Contact with parents / carers**

All contact with parents / carers must be made through school phones, emails must be from a TAW account. Personal phones or other personal contact details should only be used with parents in an emergency and 141 should be dialled before the number.

### **Security**

Staff must ensure that personal electronic devices are PIN protected to ensure their own privacy and security. This also applies to the use of e.g. personal webmail accounts through school devices, which should also be password protected and not set to automatically log in.

### **Health and safety considerations**

In circumstances where staff are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no land-line in the room. Staff are reminded that using hand-held mobile phones whilst driving is a criminal offence.