



Springcroft Primary School

Acceptable use of IT

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Author/owner: Springcroft Primary School
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Approved	Signature	Date

Our Mission Statement:

The place to learn, the place to succeed, the place to make friends, the place to grow.

Introduction

Springcroft Primary School intends 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 phone cameras around children

Our aim is to have a clear policy on the acceptable use of mobile phones, cameras and tablet devices that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- Springcroft School allows staff to bring personal mobile telephones and devices for their own use into school. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- 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/devices are left inside their bag/pigeon hole/etc in the staffroom throughout contact time with children. No telephone calls are to be made or taken when in school unless in the main entrance area, study or staff room while children are on site.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they are free to use the school phone or make a personal call from their mobile in the designated staff area.
- 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 the Senior Leadership Team.
- Staff will ensure that school has up to date contact information and staff will make their families, children's schools etc. are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- Parents/carers visiting the school premises for any reason will have their phones switched off for the duration of their visit.
- During group outings staff will carry their mobile phone which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Senior Leadership Team.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Headteacher, or Deputy Headteacher in their absence, reserves the right to check the image contents 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 our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras/tablet/computer devices

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progress in school. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- No photographs or electronic recordings will be taken using any mobile phone or tablet device that is not school property, unless specific permission has been given to use an alternative by the Headteacher.
- Parents/carers are allowed to use their own camera at school events such as Sports Day, Musical/Drama Productions, but are reminded not to post any pictures on social media.
- All staff are responsible for the storage of the device that is used to take photographs and recordings, which should be kept in a secure location within individual classrooms.
- Images taken should be downloaded as soon as possible, and then deleted from the camera memory.
- All photographs must be down loaded on site.
- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Remote Learning

All remote learning facilitated by Springcroft Primary School is via the Microsoft Office365 Education Suite. All children have individual log-ins and excluding personal assignments, all posts are public to the school. Private message and chat facilities have been removed and Microsoft Teams meetings can only take place between class peers and staff at school for educational use.

Conclusion

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed for staff or referral to Staffordshire Police for all other parties.

For further information regarding the use of cameras in school please see our Online Safety Policy and our Staff Code of Conduct.