



Alsager Highfields Primary School

Mobile Phone, Digital Device and Social Media Policy

Written in conjunction with our Child Protection and Safeguarding policy, Behaviour policy, E-safety policy, staff Code of Conduct handbook and guidance for safer working practice

Prepared by Mrs M Dyde

September 2023

Chair of Governing Board: Mr Alan Stancliffe

Signature:

Date:

Date created: September 2023

Date to be reviewed: September 2024



Mobile Phones and Digital Cameras

Alsager Highfields Primary School foster a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones and digital cameras that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of this policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

- Personal mobile phones belonging to members of staff are kept in lockers or a lockbox during working hours.
- If a member of staff needs to make an urgent personal call they can use the admin phone or make a personal call from their mobile in the staffroom
- If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the SLT/ line manager.
- Under no circumstances may staff use their personal mobile phones to take photographs during working hours.

Children's use of mobile phones

- Whilst we understand that some children have mobile phones, we actively discourage them from using their phones on the school site.
- If mobile phones have to be brought into school they need to be given into the office. NB. Children must not use their mobile phone to take photographs of any kind
- The school does not accept any responsibility for loss or damage to mobile phones brought to the school by the children.

Visitors' use of mobile phones

- Parents and all other visitors must not use their mobile phone – or any other device - to take photographs anywhere on school site. This includes taking photographs of their own children.
- If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff who will ensure that the relevant permission is obtained.

Code of Conduct: Social Networking

Under no circumstances should staff refer to any staff member, pupil, parent or school activity/event.

The following are also not considered acceptable at Alsager Highfields:

- The use of the school's name, logo, or any other published material without written prior permission from the Headteacher. This applies to any published material including the internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information; or the disclosure of information or images that could compromise the security of the school.
- The posting of any images of employees, children, governors or anyone directly connected with the school whilst engaged in school activities.

In addition to the above everyone must ensure that they:

- Communicate with children and parents in an open and transparent way using the school phone number and email address.
- Never 'friend' a pupil at the school where they are working onto their social networking site.
- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal nor professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.
- Make sure that high levels of privacy are set if they choose to use social media.
- Mobile phones must not be used on the premises by parents and carers.