

# LADYBROOK PRIMARY SCHOOL

## Acceptable Use Policy Internet, cameras and mobile phones

The purpose of Internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet and use of technology such as cameras are necessary tools for staff and an entitlement for pupils who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990. It is our aim to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

This Acceptable Use Policy should be read in relation to the school's E-safety Policy and relates to other policies including Anti-Bullying, Child Protection and Welfare and the school's complaints procedures. The policy links directly to other school policies: for example, bullying electronically imposes the same sanctions as face to face.

The computer system is owned by the school, and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Acceptable Use Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff and pupils having Internet access must accept and comply with the following guidelines:

- All Internet activity should be appropriate to staff professional activity or the pupil's education.
- Personal details should remain private and should not be made available to others using the Internet.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

## Mobile Phones

### Rationale

Mobile phones are now a feature of modern society and an increasing number of our staff and pupils own one.

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones leading to potential child protection and data protection issues
- The potential to use the phone eg for texting whilst on silent mode

### Policy

- Children are not allowed mobile phones in school at any time.
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- On some occasions for safety reasons, parents need to have contact with a child eg walking home. Therefore, any children needing their phone for safety reasons must hand their phone into the school office on entering school. The phone must be switched off (not on silent mode)
- If a child breaches these rules the phone will be confiscated and given into the main office. It will be returned to the child after a discussion with parents.

### Staff

- Ladybrook Primary School allows staff to bring in personal mobile telephones and devices for their own use. Members of staff should use their personal devices with caution and as a last resort, if needing to contact a pupil or parent.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.
- Concerns will be taken seriously, logged and investigated appropriately.
- 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 disciplinary action.
- Phones must not be used for any purpose (eg phoning, texting, surfing the Internet, taking photos, checking the time, taking videos) during lesson time.
- Phones must be stored out of sight during lesson time and meeting time.

- Phones must always be switched off or on silent mode during class time and meeting time unless permission has been granted in advance by senior staff.

### **Emergencies**

If a child needs to contact his/her parents/guardians they will be allowed to use a school phone.

If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

### **Responsibility for mobile phones**

School accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and children to ensure mobile phones are properly insured.

## Cameras

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

- Designated school cameras are to be used to take any photo within the setting or on outings. Where this is not possible, staff may use their own camera and ensure that images are downloaded and removed as soon as possible.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the security of the camera.
- Images taken and stored on the camera must be downloaded as soon as possible.
- If the technology is available images should be downloaded on-site. Should these facilities not be available, these may be downloaded off-site and erased from the personal computer as soon as the images are no longer relevant to the teachers' work.
- Personal mobile phones should not be used as a camera by staff and/or parents.

Failure to comply with these rules will result in one or more of the following:

- (a) Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Headteacher in accordance with the school's disciplinary procedures.
- (b) Any other action decided by the Head and Governors of Ladybrook Primary School including police involvement.