

## Mobile Phone and Electronic Device Use

*This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.*

*Fitbits/smartwatches/and similar branded and non-branded devices that receive calls and messages are prohibited for use in school. This includes situations where the staff member requests to turn off the connectivity functions. Devices that only have the capacity to count steps are allowed.*

### **Mobile phones and other devices that accept calls, messages and video calling**

At Grantham Farm Montessori School we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits during working hours.

We use a mobile phone supplied by the school only to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using school devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits must be either turned off or on silent and NOT accessed during your working hours
- Mobile phones/smartwatches/Fitbits can only be used on a designated break and this must be away from the children
- Mobile phones/smartwatches/Fitbits should be turned off or on silent with vibrate deactivated and stored safely in the staff area or the designated area in the basket on the piano (when social distancing 'pod' measures are in place); these measures must be followed at all times during the hours of your working day
- No personal device is allowed to be connected to the school wifi at any time
- The use of school devices, such as tablets, must only be used for school purposes
- During outings staff only use mobile phones belonging to the school
- Only school owned devices will be used to take photographs or film videos
- No personal device is permitted to be connected or linked in any way to a school device

- The school devices will not have any social media or messaging apps on them other than one designated iPad which is used to update the school Facebook page and school Instagram page
- Any apps downloaded onto a school device must be done only by Emma Wetherley or Lucy Parkinson Gadd. This will ensure only age and content appropriate apps are accessible to the staff, or children using them
- Passwords/passcodes for school devices must not be shared or written down and may only be changed by Emma Wetherley or Lucy Parkinson Gadd. Passwords/passcodes will be changed regularly to maintain security
- When it is necessary to take home a school device, the person taking the device home must ensure it is securely stored and not accessed by any other individual. All devices must be returned to school as soon as is practicably possible

### **Parents' and visitors' use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile telephones whilst in the school or when collecting or dropping off their children. We will ask any parents using their phone inside the school premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the school.

### **Visitors' use of mobile phones and smartwatches**

Visitors are not permitted to use their mobile phones or smart watches whilst at school and are asked to leave them in a safe secure place on top of the microwave in the kitchen for the duration of their visit.

### **Photographs and videos**

At Grantham Farm Montessori School we recognise that photographs and video recordings play a part in the life of the school. We ensure that any photographs or recordings taken of children in our school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's My Montessori Child learning journey, for display purposes, for promotion materials including our school website, Facebook, Instagram and the local press. We ensure parents understand that where their child is photographed on another child's My Montessori Child photograph, but not as the primary person, that this photograph may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those devices provided by the school. The head teacher and deputy head teachers will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents, and children, are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the school premises without the prior consent of the head teacher.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

**Applicable for settings using Online Learning Journals only**

At Grantham Farm Montessori School we use iPads to take photographs of the children and record these directly onto their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

<b>This policy was adopted on</b>	<b>Signed on behalf of the school</b>	<b>Date for review</b>
<i>August 2021</i>	<i>E. Wetherley</i>	<i>August 2022</i>