



DRAFT

ST. HELEN'S CATHOLIC PRIMARY SCHOOL

USE OF MOBILE PHONES AND CAMERAS POLICY

APRIL 2013

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

The Governing Body of St. Helen's Catholic Primary School adopted this Policy in July 2013.

USE OF PERSONAL MOBILE PHONES DURING THE SCHOOL DAY

- Staff may use their own mobile phones at breaks, lunchtimes, after school and in the absence of children.
- It is advised that staff have their phones locked away for security reasons – in their lockers or a locked desk drawer.
- If, in extenuating circumstances, a staff member needs to leave their phone on when working with pupils, they should request permission from the most senior member of staff available. When the call comes, it should be taken away from the pupils and it should have been pre-arranged that another member of staff will supervise the class for a short period of time.

USE OF PERSONAL MOBILE PHONES WHILST ON TRIPS

- At the time of writing this policy, all teachers agreed to using their own phones for emergencies whilst on trips.
- For security reasons and in case school are trying to contact you, it is best that the phone is kept on and is positioned on your person.
- It is advised that the school phone number and the mobile numbers of the Senior Leadership Team are stored on your phone in case of emergency especially if the main school phone line is in use.
- No parent/carer phone numbers should be stored on your phone and it would be ill-advised to give your personal number to a parent/carer.
- Teachers will remind Parent/Carer helpers that photographs of the day will be taken with the school camera only and these

photographs will be taken by staff. It is NOT appropriate to take photographs of their child or their child's friends.

- NO PHOTOGRAPHS OF PUPILS SHOULD BE TAKEN WITH YOUR CAMERA PHONE. Any photographs should be taken with a school camera. These photographs are then uploaded onto the main school server or the cloud in the case of i-pads. The original photographs are then deleted from the camera. This also applies to photographs taken by student teachers when on placement at St. Helen's – they must be taken with a school camera and stored on the server. It will be emphasised by their mentor that any photographs used in their folders must not be accompanied by a name and must only be used in professional situations such as meeting with their tutors.

CHILDREN'S USE OF MOBILE PHONES

- At our school, only year 5 and 6 pupils may bring mobile phones to school. This is for safety reasons as they start to walk to and from school on their own. Once at school, the phone should be turned off and they must be handed into the office to be kept secure.
- As part of our e-safety work, pupils are taught how to keep safe when using mobile phones – especially appropriate texting.
- As part of our PSHCE work, pupils are reminded how and when to dial 999 and 112. We also inform them about the importance of ICE numbers (In Case of Emergency).

PARENTAL/CARER USE OF MOBILE PHONES AND CAMERAS

- When parent/carers are attending school performances, we ask them to turn off or silence their phones.
- We also remind parent/carers that any photographs taken with their phone camera/camera or videos that are taken during school performances are for THEIR FAMILY USE ONLY and should NOT be uploaded onto the internet in any format.

USE OF IMAGES WHICH INCLUDE PUPILS

- Every family is asked to sign a consent form so that photographs can be taken of their child.
- These photographs are usually for internal school use and for the school website. Occasionally, a photographer from the local newspaper or a photographer at a sporting event will take photographs to share in the local community.
- PUPIL PHOTOGRAPHS THAT ARE USED OUTSIDE OF SCHOOL WILL NEVER BE ACCOMPANIED BY THE PUPIL'S NAME.