



# **Meadows First School**

## **Mobile Phones/Telephone All devices with image capability/Camera/Video Recorder/ ipad Usage Policy**

**Date:** July 2023 (*updated Jan 2024 to reflect new EYFS guidance on image devices*)

**Review:** July 2025

**Head Teacher:** L Satchwell

**Chair of Governors:** J Barrow

# Meadows First School

## MOBILE PHONE/ TELEPHONE /CAMERA/

### **i PAD USAGE POLICY (and all electronic devices that have imaging and sharing capabilities)**

To ensure the safety and welfare of children in our care we operate this policy which stipulates that personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on the premises or when on outings. We also adhere to the wider school policy.

- This policy has been amended to reflect the changes within the new EYFS framework (January 2024) to ensure that this policy includes all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras

We are a Rights Respecting school. The United Nations Convention on the Rights of the Child is an important agreement by countries who have promised to protect children's rights. All the rights are connected, they are all equally important and they cannot be taken away from children.

#### **Mobile Phones**

We will ensure;

All mobile phones and devices that are capable of image and sharing capabilities brought to Nursery will be kept in the Nursery office and those brought to Reception will be kept in the designated desk or filing cabinet throughout contact time with children. (this includes all staff, visitors, parent helpers, volunteers, students and supply teachers). All staff in school will lock their phones devices that are capable of image and sharing capabilities away during teaching times in the school day.

Parents and carers are not allowed to use their mobile devices that are capable of image and sharing capabilities in the classrooms when children are present. If staff see a parent doing this they should inform them of this and if necessary refer them to the Deputy or Head teacher. The classrooms will clearly display signs that show that no mobile phones can be used.

Mobile phones and personal devices that are capable of image and sharing capabilities will not be used in any classroom when children are present. If staff have a personal emergency during school hours, then they are free to use the school phone or make a personal call from their mobile in the staff room or in the Head teacher's or deputy's office. Telephone calls to parents and carers will only be made through the main school telephone lines (Head teacher's office, administrative office, The Hive, or SENco office).

Personal mobiles or cameras and personal devices that are capable of image and sharing capabilities cannot be used to record classroom activities. ONLY school property can be used for this. If cameras are the property of staff, then a designated memory card, for school use only, must be used.

Photographs and recordings can only be transferred to, and stored on a school computer to be printed. (see also ipad use below)

When on trips, staff may need to use their own personal mobile phone to contact other staff members on the trip or staff back at school when appropriate. Personal calls will be made away from the pupils.

### **Tapestry**

Development of modern technology means that iPads can now be used to effectively record and track children's learning. 'Tapestry' is the programme used for this purpose. Only school iPads will be used to take photographs or videos of children for Tapestry. All parents will be asked to give parental consent to using photos/videos in this way.

The Tapestry application can be accessed remotely, but staff will only download data or photographs onto school computers, or onto the website (see below).

Data held in the Tapestry system is secure and encrypted and backed up externally several times throughout the day. More detail is available from the developers and has been reviewed by staff.

### **iPads**

Photographs and recordings can only be transferred to, and stored on a school computer to be printed. Photographs may be used on the school website, if parents have given their written consent.

All staff will be made aware of any children who should not appear in photos due to parental consent or other factors.

Overnight the iPads will be stored securely. If they are taken home, then staff must ensure that the iPad and information on it is secure at all times.

**Other personal devices that are capable of image and sharing capabilities will not be used in school around children.**

### **MONITORING and REVIEW**

It is the responsibility of all classroom staff to follow this policy. The Senior Leadership Team will carry out monitoring as part of the whole school monitoring system. This policy will be reviewed every 2 years and will evolve to incorporate the views of all staff concerned.