



AKELEY WOOD
SCHOOL

Safeguarding: Use of Mobile Devices & Cameras Policy

Includes all mobile communication devices – phones, iPods, iPads etc...

September 2016

Akeley Wood School policy on mobile phones and devices demonstrates an understanding that some parents would like their child to have access to their mobile phone for any emergencies that may arise outside of normal school hours. The School also wishes to educate the students on the appropriate use of modern technologies.

Any student needing to make emergency contact with a parent during the school day can do so via the school office. Where parents have indicated that they are likely to contact a pupil at the end of the school day, the student will be allowed to switch their mobile phone on and it may only be used for this purpose.

When an integral part of a structured lesson, supervised by a member of staff, students may be permitted to use mobile technologies if it is considered of educational benefit.

Mobile Phones and devices

Students in Year 7-11 may bring phones to school and keep them with them during the day. However, when at school the phone must **not be switched on or used at any time during the School day**; this includes Morning Break & Lunchtime. Failure to adhere to this rule will result in immediate confiscation of the phone and a subsequent loss of break and lunch privileges. Further failure to adhere to this rule will result in an SLT Detention on Friday after school. Any subsequent failure will mean that the student has to hand in their mobile phone at the beginning of each day to Reception and collect it from Reception at the end of each day.

Teachers may, on occasion, allow students to use their phones during lessons e.g. to access the internet. All instructions should be carefully followed and the phone turned off after use.

iPods and electronic games will similarly be confiscated and handed to parents at the end of the week. It is also forbidden to use phones, tablets or camera devices to photograph or film students or staff in school or on the buses.

Sixth Form

Students may bring phones and devices to school and keep them with them during the day. However, these are to be used appropriately and not in a manner that could be considered disruptive or anti-social. The filming and photographing of members of staff is strictly forbidden, as is the publishing of material on social media.

Teachers may, on occasion, allow pupils to use their phones during lessons e.g. to access the internet. All instructions should be carefully followed.

Rationale:

- Use of mobile phones and technologies can impede teaching, learning and good order around school.
- To remove the risk of damage to, or theft of, expensive items.
- To reduce the potential risk of cyber bullying and the circulation of images that may be harmful to any individual within the school.
- Mobile phones and technologies with integrated cameras can potentially lead to child protection and data protection issues with regard to the inappropriate capture, use or distribution of images.
- Use of mobile communication devices in the car park and whilst crossing public roads has been deemed a safety risk.

Photography, videos and other images:

Please note that there is a separate policy: Safeguarding – Photographic Images and Filming Policy, and there are Codes of Conduct and Acceptable Use Policies for ICT for all pupils and staff.

Adopted: September 2016

Review Date: August 2017



Signed: Mrs Jenny Clough

Head