## St Mary's Catholic Primary School, Loughborough
# St Mary's Catholic Primary E-Safety, Mobile Phones, Camera Policy

**With Jesus as our guide**
**We promise to care for one another**
**To work hard**
**To build a community in Christ's Love**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones, cameras and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Child protection/ safeguarding / Behaviour, Anti-Bullying, Staff Code of conduct, Curriculum, Teaching and Learning, Data Protection and Security.

It is our intention to provide an environment in which children, parents/carers and staff are safe from images being recorded and inappropriately used, thus in turn eliminating the following concerns:

1) Staff being distracted from their work with children
2) The inappropriate use of mobile phone and cameras around children

### Aim
Our aim is to have a clear policy on the acceptable use of computers, tablets mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

## Internet Use
The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Many pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

## Benefits of Internet Use in Education

Benefits of using the Internet in education include:
- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide; access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- exchange of curriculum within the MAT; access to learning wherever and whenever convenient
- access to materials that will enrich and extend learning activities

# Ensuring E-Safety

## Authorised Internet Access
- Upon appointment, staff must read and sign the 'Acceptable ICT Use Agreement' each academic year thereafter.
- Parents will be informed that internet access will be supervised.
- Parents will be asked to sign and return the 'Acceptable ICT Use Agreement' which will also be signed by pupils each year.
- A filter system is set up to only allow children authorised internet access.

## World Wide Web
- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the e-safety coordinator or network manager who will investigate and take appropriate action, liaising with broadband provider if necessary
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

## Email
- *Pupils may only use internal messaging systems provided by the school.*
- *Pupils must immediately tell a teacher if they receive offensive messages.*
- *Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.*
- *Pupils may must not access others pupil's accounts*
- Access in school to external personal e-mail accounts may be blocked
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper

## Social Networking
- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space

- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others
- Pupils and parents should be made aware that some social networks are not appropriate for children of primary school age

## Published Content and the School Web Site
- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate

## Publishing Pupils' Images and Work
- Photographs that include pupils will only be used with parental permission.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs
- Work can only be published with the permission of the pupil and parents

# Security

## Data Protection
Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. The GDPR protocol and policy will be followed at all times, as well as Privacy notices.

## Information System Security
- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with our technical support team and broadband provider if necessary

## Filtering
The school will work in partnership with internet Service Provider to ensure filtering systems are as effective as possible.

## Managing Emerging Technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Mobile phones will not be used for personal use by staff and pupils during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden
- Staff will be issued with a school phone where contact with pupils is required

## Assessing Risks
- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school should audit and monitor ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate

### Handling e-safety Complaints
- Complaints of internet misuse will be dealt with by the head teacher
- Any complaint about staff misuse must be referred to the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures

# Communication of Policy

## Pupils
- Rules for Internet access will be posted in all networked rooms
- Pupils will be informed that Internet use will be monitored
- Pupils will regular E-Safety learning will reflect the policy
- All pupils will be given an Acceptable Usage Policy to sign and its importance explained

## Staff/ volunteers
- All staff will be given the School E-Safety Policy and an Acceptable Usage Policy to sign and their importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## Parents
- Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site
- *All parents will be given an Acceptable Usage Policy to sign and its importance explained.*

### MOBILE PHONES

This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

St Mary's has a clear policy on mobile phones within the school and how they are stored and used during the school day.

### Staff mobile phones

Staff/ Volunteer use of mobile phones during their working day should be:  Outside of their contracted hours; Discreet and appropriate, e.g. not in the presence of pupils, so used at break times and lunchtimes in the staff room. Mobile phones should be switched off/on silent and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen. Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use a school telephone.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate, With regard to camera phones, a member of staff should never use their phone to photograph a pupil or allow themselves to be photographed by pupils. If staff have a personal

emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area. If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head teacher/ SLt and the mobile phone should not be in view of pupils. During group outings nominated staff will have access to a nominated mobile phone agreed by the setting, which is to be used for emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns regarding the use of mobile phones to the Head teacher. Concerns will be taken seriously, logged and investigated appropriately (see our Allegations policy).

## Pupil Phones

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, we discourage pupils bringing mobile phones to school. When a child needs to bring a mobile phone into school, the phone must be left in the School Office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that St Mary's accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the senior leadership team, who will record the name of the pupil and attach it to the phone. The mobile phone will be kept safe by the member of staff and the pupil may collect the phone at the end of the school day. If this occurs more than three times, then the school will confiscate the phone until an appropriate adult collects the phone. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy. If images of other pupils or the teacher have been taken, the phone will not be returned to the pupil until the matter has been dealt with by a senior leader.

## Parent/ volunteer Phones

When parents attend productions, nativities, Liturgies and school events, they are reminded about acceptable use of phones and are only allowed to take photographs of their own child. Parents are reminded that this is the only reason to have phones out. Before productions and Nativities, parents are asked to sign an acceptable use of photographs, including not publishing pictures on social media without other parent's permission.

Parents, visitors or volunteers in school Adults within in school or accompanying children on school trips should not use their cameras or mobile phones to take pictures of pupils unless it is at a public event such as sports day and of their own children. Adults, visitors or volunteers in school should only use their mobile phone within the confines of the staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by a member of staff to take photos as a record of the educational visit, they will be issued with a school camera or iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children. If any staff member sees a visitor using a mobile phone within the school building, they should ask the visitor to put the phone away and show them to the staff room, where they may use their mobile phone. We ask that parents talk to their children

We ask that parents talk to their children about the inappropriate use of text messages, as they can often be used to bully pupils. Should parents need to contact pupils or vice-versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

## CAMERAS

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. All classes will use their class ipads/ tablets to take photographs of children for their class pages and for the school's Twitter feed, but only with parent's prior permission. Parents sign a permission form at the beginning of the year and any children who do not have permission, their photographs will not be used. Parents are also given the school's privacy notice and this is also on the school website.

1. Only the designated class camera on the class ipad is to be used to take any photo within the setting or on outings.
2. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
3. All staff are responsible for the location of the camera/ ipad/ class tablet; it should not be left in rooms unattended.
4. The camera/ ipad/ tablet must be locked away at the end of every session.
5. Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week and only on school devices, such as school laptops, which only staff members have access to.
6. Images must only be downloaded by the nominated senior member of staff.
7. If the technology is available images should be downloaded on-site. Should this facility not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
8. Photographs should then be distributed to members of staff (key workers) to record in children's learning journeys.
9. Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the head teacher
10. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera/ ipad must be placed in a prominent place where it can be seen.
11. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Suitable steps are taken to securely protect all personal files, for both children and staff. Files are stored in a filing cabinet in a room that is locked. The IT system is secure, with staff needing to use a password to log on.