



## **POLICY FOR THE USE OF MOBILE PHONES AND CAMERA**

### **POLICY**

#### **Philosophy**

Grappenhall Heys Community Primary School is committed to ensuring the safety of children in its care. As a school we recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in school could pose a risk to children.

Under the terms of the Data Protection Act 1998 and General Data Protection Regulations 2018, information, images and data stored on mobile phones and cameras are classified as personal data.

#### **Aim**

The aim of this policy is to establish the right balance between the use of personal mobile phones and cameras and the safety of our children at all times.

This policy has obvious links with our Data Protection Policy and Photographic and Video Policy and with the suite of safeguarding policies. When ratifying or reviewing the policy, links should be made with other relevant policies.

#### **Mobile phones**

We do not allow children to bring mobile phones into school. If they do bring a mobile phone to school it should be brought to the school office in the morning and collected at the end of the day. The children must not use their mobile phone in school to take photographs or videos. This policy extends to extra-curricular events, visits, residential and Friends of GHPS events.

Staff may bring their mobile phones into school as we recognise the need for staff to keep in touch with their families. Staff should exercise their professionalism, when in

work, with regards to using their mobile phone. Staff must only use their school iPads/iTouches or camera to take photos of children. Where it is essential for staff to make personal phone calls using their mobile phone, they should make them away from the children. Staff are allowed to take their mobile phones on residential and visits and use them to contact school, communicate with staff or request help or assistance in an emergency.

Visitors and parent/carers to school will be asked not to use their mobile phones within areas where children are learning. Volunteer parent helpers will have been issued a school pack to volunteering in school and are asked not to use their mobile phones around children. Volunteers in school are not permitted to use their mobile phones to take photographs of children.

During school events, parents and visitors will be instructed as to safe mobile phone usage. Image and Video guidance notices are displayed around school as a guidance of safe practice. Please see Policy for Photographic and Video Usage.

### **Use of cameras**

There are many ways in which the use of digital images is valuable for children's learning. Images will be made only as appropriate for school-related activities. In Early Years staff will use iTouch devices to record learning through play, securely storing evidence of learning, this software is GDPR compliant certified. Throughout the school staff will use their school iPad to record learning.

School SD cards, cameras, iPad and iTouch will be locked away in a secure place in school and accessed only by staff and for the purposes of enhancing curriculum opportunities and learning. For cameras and SD cards as soon as the images have been used for their intended purpose, they will be deleted from the camera/SD card. Images and videos may be stored on teacher iPad or laptops that have a passcode/word to access. Please see Retention Policy for timescales of storing images.

### **Monitoring**

This policy will be monitored by the Headteacher and the school Data Protection Officer and report its effectiveness to the Governing body. Data Protection audits will be carried out periodically to monitor the safe and secure storage and usage of personal data. Please see Data Protection Policy.

**Policy written by: E.K. Newman**  
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