



UNICORN SCHOOL

USE OF MOBILE PHONES, SMART TECHNOLOGY & CAMERAS POLICY

This policy applies to children and any adults (including parents) working with children at Unicorn school including the EYFS.

SMART technology refers to any electronic device that can connect to the internet, other devices, or networks or that have AI capability. This includes SMART phones and SMART watches.

RESPONSIBILITY

Staff Member:

Governors' Committee:

Headteacher

Risk & Compliance

Last Reviewed:

Reviewed by Committee:

Noted by Governors:

October 2024

November 2024

November 2024

This policy is on the School website

USE OF MOBILE PHONES and SMART TECHNOLOGY

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to good safeguarding practice. This policy should be read in conjunction with Unicorn's 'Taking, Storing and Using Images of Children' Policy.

The use of mobile phones and smart technology at Unicorn school is subject to the following strict guidelines:

CHILDREN

- Children should not bring smart phones, watches or any other smart technology to school without the express consent of the Headteacher. Consent will generally only be given in cases of medical or SEND need.
- Children in Violet (Year Five) and below must not bring mobile phones into school.
- Ultra Violet children (Year Six) who are travelling to/from school on their own may bring a mobile phone but it must be a 'dumb' phone with no SMART capability. This will be kept in the School Office during the day.

ADULTS

- **Staff must not consult their phones when they are responsible for children - both in classroom situations and in the playground.** If there are exceptional circumstances then the Head or Deputy should be consulted; the School Office is able to field calls on the behalf of staff.
- Any adult working with children must be aware that they cannot answer a call or text while responsible for children, unless in an emergency.
- On offsite visits and matches, all adults should ensure that they have their mobile (or the school mobile) with them and switched on. They should not however use them except in an emergency or if they are contacted by a parent/the School.
- Mobile phones must never be used by any adult while driving children to venues, even in "hands free" mode.
- Staff must not use their mobile phones to take photographs of children – the School cameras or iPads should be used for this purpose.
- Parents may take photographs on their phones on the strict understanding that the images are for personal use and must not be put into the public domain.
- The "Image Authorisation Form" enables parents to give or withhold their permission for the images of their child to be used in different school publications and communications.

USE OF CAMERAS

The School recognizes the importance of cameras in recording trips and activities. It is important to celebrate and record children's achievements. The use of cameras must however be subject to the following guidelines:

CHILDREN

- Children do not take cameras with them on day trips.
- On Field Study trips, children are responsible for looking after their own cameras. They are recommended to bring disposable cameras.
- Teachers are responsible for briefing the children on appropriate use of cameras before the trip.

ADULTS

- It is essential that all staff, volunteers and parents adhere to Unicorn's Taking, Storing and Using Images of Children Policy.
- Staff must use school cameras and iPads for the purpose of taking photographs on trips. Personal cameras and mobile phones should not be used except in exceptional circumstances. Any photos then taken must be deleted as soon as possible.
- Parent volunteers may take photographs on their own cameras on the strict understanding that the images are for personal use and must not be put into the public domain.
- The "Image Authorisation Form" enables parents to give or withhold their permission for the images of their child to be used in different school publications and communications.

Updated October 2024 PF
Updated September 2022 DG
Updated March 2019 PF
Updated Sep 2018 DG
Updated Nov 2017 DG
Updated Oct 2015 DG
Updated Oct 2014 DG
Updated May 2014 DG