St John Vianney Catholic Primary School



"Seeking Growth Together through Jesus"

Acceptable use of Cameras and Mobile Phones Policy

Date Reviewed: Sept 26
Reviewed by: SBL
Approved by : Headteacher
Date of next review: Sept 27

1. Catholic Ethos and Statement of Intent

As a Catholic school, St John Vianney upholds Gospel values of **respect, responsibility, integrity and compassion**. These principles extend to the use of technology and images in school. All members of the school community must act with vigilance, professionalism, and ethical judgement when using cameras, mobile phones, or smart devices.
"Set an example for the believers in speech, in conduct, in love, in faith and in purity." – 1 Timothy 4:12
This policy sets out clear guidelines for the use of mobile phones, smartwatches, and cameras, to ensure the safety of children and the security of school systems. It aims to:

- Prevent inappropriate use or sharing of images
- Reduce distraction from teaching and supervision duties
- Safeguard children from abuse, exploitation or data breaches
- Comply with UK GDPR and child protection legislation

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2. Scope

This policy applies to:

- **All school staff**, including teachers, support staff, peripatetic tutors, lunchtime staff, and volunteers
- **Visitors, governors, parents/carers and contractors** on school premises or at school events
- **Pupils**, when using mobile phones or digital devices in or out of school
- All school activities, **on or off-site**, including trips and residentials

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3. Staff Use of Mobile Phones

- Staff may bring personal mobile phones to school, but they **must not be used** during lesson times, supervision, or when pupils are present.
- Phones must be kept on silent and **stored securely** away from pupils, such as in locked cupboards, lockers, or staff-only areas.
- **Work-related communication must only be conducted via school systems**, such as Teams, Outlook, or the school landline.
- Staff are **not permitted** to use personal devices to contact pupils, parents or carers.
- Mobile phones may be used:
    - During breaks in designated staff areas
    - In emergencies (e.g. family emergency), away from children and with permission if needed
- Staff should avoid connecting their school email to personal phones. If they do, they must:
    - Use a passcode or biometric lock
    - Notify the School Business Lead for advice on **cyber security compliance**

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4. Smart Devices and Smartwatches

- **Smartwatches are not permitted to receive or send messages, notifications, or alerts during teaching time.**
- Smartwatches must be set to **Do Not Disturb or Airplane Mode** during pupil contact.
- Smartwatches must **not be used for calls, photography, audio recording or data storage**.
- Notifications from school accounts (e.g. emails, safeguarding apps) must be **disabled**.

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5. Use of Cameras and Image Recording

- Only **school-owned cameras or iPads** must be used to take photographs or video recordings of pupils.
- Images must only be captured:
    - For learning, assessment, or celebration of achievements
    - In communal, visible, and supervised environments
    - With full awareness of staff colleagues
- **No 1:1 photography** may be taken in private or isolated settings.
- Photos must be:
    - Stored on school-managed systems (e.g. shared drives, OneDrive)
    - Deleted when no longer required
    - Not transferred to personal devices, USBs or cloud accounts
- Memory cards must not be interchanged between personal and school cameras.
- Cameras must be **locked away** at the end of each session or school day.

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6. Pupil Use of Mobile Phones

- Pupils must not use personal mobile phones or devices during school hours.
- If a child brings a mobile phone to school, it must be **handed to the office** upon arrival and collected at the end of the day.
- Mobile phones found in pupil possession during the day will be confiscated and returned only to a parent/carer.

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7. Parental Use of Mobile Phones and Photography

- Parents may use mobile phones **at public school events**, e.g. assemblies or sports day, but are:
    - Expected to photograph or film **only their own child(ren)**
    - Asked to avoid sharing images on social media without consent from other parents
- A member of SLT will be present to monitor mobile phone use during events.
- Staff may intervene if recording appears inappropriate or causes concern.

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8. GDPR and Consent for Image Use

- The school complies with the **UK GDPR and Data Protection Act 2018** when handling digital images of children.
- Image consent is collected from all families at enrolment and reviewed annually.
- Consent is required for:
    - Learning documentation and displays
    - Newsletters, websites, and social media
    - External agencies (e.g. local newspapers)
- Class teachers are responsible for:
    - Checking consent lists before publishing images
    - Ensuring images are stored securely and deleted in accordance with the retention schedule
- Images must **never be uploaded to personal Google Photos, iCloud, WhatsApp or similar services**.

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9. Safeguarding Escalation and Monitoring

- Any staff member concerned about the inappropriate use of mobile phones, cameras or devices must:
    - Report immediately to the **Designated Safeguarding Lead (DSL)** or Headteacher
    - Record concerns on CPOMS and follow the **Allegations Against Staff Policy**
- If the concern involves the Headteacher, report directly to the **Local Authority Designated Officer (LADO)** or Blackpool Children's Services (number on safeguarding posters).
- The Headteacher reserves the right to inspect a personal device on school premises where a **safeguarding concern** exists, in consultation with HR or police if necessary.

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10. Monitoring, Filtering and Compliance

- Staff and pupils must not attempt to:
    - Disable or bypass school security systems or filters
    - Access or distribute illegal, offensive or extremist content
- School devices and networks are **monitored and logged** in line with safeguarding and IT policy.
- Use of personal mobile data (4G/5G) to access restricted content on site is strictly prohibited.
- Visitors must comply with this policy and may be challenged or asked to leave the site if they do not.

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11. Disciplinary Action

- Any breach of this policy may result in:
  - **Formal disciplinary action**, including potential dismissal
  - **Reporting to external authorities** such as the LADO or Police
  - Revocation of device or site access privileges
- Pupils may face appropriate sanctions (e.g. detention, confiscation, safeguarding investigation).
- Parents/carers may be asked not to use phones on site if their behaviour breaches this policy.

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12. Related Policies

This policy should be read alongside:

- Staff Acceptable Use of IT Policy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Allegations Against Staff Policy
- Remote Learning and AI Use Policy
- Behaviour and Anti-Bullying Policy

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13. Review and Approval

- This policy is reviewed annually by the School Business Lead and DSL.
- Updates are approved by the Headteacher and communicated to all staff.

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14. Declaration

All staff and volunteers will be required to sign a declaration confirming:

- They have read and understood this policy
- They agree to follow all procedures and guidance
- They understand the consequences of misuse or breach

https://forms.cloud.microsoft/e/ugxfJKEPYv

