



# Use of Images and Personal Mobile Devices Policy

SAFE 11

Reviewed by RAK in Aug 18 / Next Review Date: Aug 19

**This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club**

## General

1. Abberley Hall has a duty and a responsibility to encourage the responsible use of technology by its pupils.
2. All staff share these duties and responsibilities.
3. This policy addresses the use, by staff and pupils, of mobile devices.
4. 'Mobile device' means telephone, camera-phone, Smartphone and tablet.
5. No pupil is allowed a mobile device in school at any time, except with the express permission of the Headmaster, or Head of Pre-Prep and EYFS for a specific educational purpose (for example: a supervised filmmaking activity). Any authorised personal mobile devices are secured in the Headmaster's study or Housemistresses flat. Usage of these is by the express permission of these staff only.
6. Should a child bring a mobile device to school the class teacher will lock away the device until the end of the school day.
7. Pupils are permitted to take photographs, videos or recordings of classroom based activities under the direct supervision of their class teacher or TA. Learnpad tablets allow only authorised websites, games and information to be accessed by the children within school.

## Kindles

8. Kindles are permitted for reading purposes with the express permission of the class teacher and as an alternative to a book ONLY.
9. No pupil may play a game on a Kindle at any time in school.
10. 3G or 4G (or similar) Kindles are not permitted in school.

## Sanctions

11. Misuse of any of the above devices will result in the following range of sanctions:
  - a. First offence: confiscation of the device for 2 days.
  - b. Second offence: confiscation of the device for 1 week and parents notified.

## **Insurance**

12. All of the above mobile devices are valuable items. Abberley Hall accepts no responsibility for their loss or damage.

## **Staff**

13. Staff should use school cameras to record appropriate photographs of pupils engaged in school events\*.

14. Any such photographs should be downloaded and stored on the school server. In exceptional circumstances it is permissible to use personal mobile devices to take appropriate photographs of pupils engaged in school events (for example, where the need for a photograph has not been foreseen or where no school camera is available). In this situation, it is a requirement that all such images of pupils are:

- a. Stored on the school server within 7 days of being taken.
- b. Erased from the memory of the mobile device.

Note: 'appropriate' means properly clothed. (All swimming photographs used for the Abberley Babble to be group photographs of the children in the water. No individual out of the water dressed in swimwear will be permitted.)

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