



## ST. LAWRENCE COLLEGE JUNIOR SCHOOL including EYFS

### (USE OF) MOBILE PHONES & CAMERA POLICY

This policy applies to the use of any film and electronic photographic equipment. This will include cameras, mobile phones, webcams, tablets and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

This policy specifies the restrictions in place to ensure that a photograph is appropriate and the full name and contact details are protected. This safe practice policy ensures that photographs for school and family use and those that appear in the press can be a source of pleasure and pride.

Under the EYFS (3.4 “The safeguarding policy and procedures must ... cover the use of mobile phones and cameras in the setting”) relates to this policy which covers the restricted use of mobile phones and cameras within our Nursery, Reception, KS1 and KS2 classes.

All images taken by the school will be used in a manner respectful of the eight Data Protection Principles (Data Protection Act 1998). This means that images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than is necessary
- processed in line with an individual’s legal rights
- kept securely
- adequately protected if transferred to other countries

#### **Mobile Phones**

##### During normal Junior School hours

- Pupils are *not* allowed to bring mobile phones into school, should they need a phone stored whilst they are in school it can be held securely in the school office.
- Staff may bring personal mobile telephones and tablet computers into school for their own use. However, staff using personal devices in school must ensure there is no inappropriate or illegal content on the device.
- Mobile phones may only be used during breaks or in a staff member’s own time, unless there is an emergency.
- Staff must *not* use personal mobile phones/devices to take photographs of children in school or on school visits.
- Staff who regularly take photographs of children to provide evidence of learning, personal development or to celebrate events have been provided with a school mobile phone, camera or iPad.

- It is the responsibility of all members of staff to be vigilant and to report any concerns to the Head of the Junior School. Concerns will be taken seriously and investigated appropriately. The Head of the Junior School reserves the right to examine the contents of both work and personal devices at any time, and/or to withdraw or modify a member of staffs' authorisation to take or make official images at any time. All members of staff must ensure that all images are available for scrutiny and be able to justify any images in their possession.
- Parents are asked to refrain from taking photographs of children at the drop off or collection times, or at time within the school day unless the Head of the Junior School states that it is appropriate to do so i.e. at the end of a school show (where children without parental permission to be photographed are removed from the area).
- Parents are not permitted to take photographs at swimming gala's, with the exception of external gala's where they will be asked to sign documentation by the organisers of the event.

### **In the Boarding Department**

- Boarders' mobiles must be kept in the boarding house.
- At the discretion of the Boarding Housemother, controlled use of mobiles / devices may be made by pupils, to communicate with their family members, or for playing games, during the evenings and at weekends.
- It is permissible for boarding staff to use personal mobiles/devices at suitable times, provided:
  - They are *not* used to take photographs;
  - They are *not* used to communicate with pupils;
  - Internet-enabled devices are used within the bounds of the school's Staff ICT Acceptable Use Policy.
  - The Boarding Housemother will monitor the pupils' use of mobile phones and devices and has authority to check the content, with a second member of staff present.

### **Cameras**

- Staff will only use designated school cameras/devices to take photos in school, in the boarding department or on outings.
- Should images need to be kept for a short period of time, they must be protectively stored and password protected on a work computer hard drive or other appropriately encrypted storage device. Images should never be stored on personal devices. Equipment which contains images must always be stored securely and access should be restricted. Photographs should only be stored on portable storage devices for a temporary period.
- Pupils using school cameras to take photographs must be closely supervised.
- Images taken must be deemed suitable, without putting children into any compromising positions that could cause embarrassment or distress.
- Parents may only take photographs at school events when given permission to do so, or when accompanying pupils on school trips, except in the following circumstances:
  - No photographs may be taken whilst children are changing for an activity, or in any of the school changing rooms, or whilst swimming.
  - Photographs must not be taken during performances of school plays, productions or concerts without the express permission, prior to the performance, of the production director or the Head of the Junior School. If photography is permitted, parents and guests should take care to avoid distracting pupils and the audience. Parents are permitted to take photographs or DVD footage, these must be strictly for private family use only. Photos and videos taken by parents should not be shared elsewhere (e.g. posted on social media site), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.

- Video or sound recording of a copyright musical or theatrical performance is restricted to the school's authorised filming crews.
- Parent volunteers will be informed about this policy and expectations regarding their use of personal devices etc. will be as per a member of staff.

### **Use of Images**

- On signing the Acceptance Form when their children enter the school, parents agree to abide by the school's Terms and Conditions. These Terms and Conditions (Section 30) confirm that photographs/images of pupils taken in school may be included in the school's promotional material and on the school's website.
- No photograph of a pupil will be published that includes the pupil's full name without the parent's consent.
- Where parents have expressly asked for their child's image *not* to be used in the media, they should make their child aware and should write to the Head of the Junior School, requesting an acknowledgement of this letter.

### **Review**

This policy will be reviewed in accordance with the College's policy review schedule.



## REVISION HISTORY

Version No.	Revision Date	Summary of change	Approved by	Updated by
1.1	13/03/2018	All photos of children to be stored on school devices only.	ER	ER
1.2	20/01/2020	Emphasising parents not taking images during the school day.	ER	ER