



TIMU ACADEMY TRUST

Policy Document for: Social media, mobile phones & other electronic devices

Approved by Directors: June 2017

Due for Review: June 2020

Mobile Phones

At Timu Academy Trust our schools are committed to safeguarding and promoting the wellbeing of children and young people and expect all staff and volunteers to share this commitment.

Mobile phones are not permitted in school unless the child walks to or from school on their own. If this is the case, the phone must be switched off and handed to the teacher either on the door in the morning or their class teacher at the beginning of the day. The phone will be kept in the school office and collected by the child at the end of the school day.

Should Parents/Carers need to contact pupils in an emergency, or vice versa, this should be done following the usual school procedures via the school offices or email to the Head of School or Executive Headteacher at:

Bobbing Village School

Email: manager@bobbing.kent.sch.uk

Tel: **01795 423939**

Iwade School

Email: admin@iwade.kent.sch.uk

Tel: **01795 472578**

No other electronic devices should be brought into school.

Where a pupil is found by a member of staff to be using, or in the possession of a mobile phone or other device, it will be taken from the child and returned ONLY to the parent, guardian or carer. Please refer to our confiscation of inappropriate items policy, available at www.timuacademytrust.org.uk which also gives details of search processes which may be used, both for the physical item and the any details, photographs or data held on it.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Behaviour and Anti-Bullying policies.

If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher and Parent, Guardian or Carer.

The child's Parents, Guardian or Carer will be contacted and asked to discuss the matter with the Head of School or Executive Headteacher.

Educational Visits

In addition, mobile phones/recording equipment are not be used by pupils during educational visits. This includes phone calls/texts to parents/guardians. No child will be allowed to take a mobile phone on a residential visit. In the event that a pupil needs to contact home, this will be arranged through the lead teacher on the visit via the school office.

Social Media

Social media and social networking sites play an important role in the lives of many young people. We recognise that sites bring risks, but equally there are many benefits to be reaped. This document gives clarity to the way in which social media are to be used by pupils and school staff within the Timu Academy Trust

There are five key areas:

- A. The use of social networking sites by pupils within school.
- B. Use of social networking by staff in a personal capacity.
- C. Creation of network accounts by staff for use in education.
- D. Comments posted by parents/carers.
- E. Dealing with incidents of online bullying.

A. The use of social networking sites by pupils within school.

The school's Acceptable Use Policy (AUP) makes it clear to pupils what use of social media is allowed. This states that, 'Social network sites should never be accessed/used within school'.

Notes

The school e-safety policy states sanctions for breaching the policy.

B. Use of social networking by staff in a personal capacity.

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them **to protect their professional reputation** by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- i. Staff must never add pupils or ex-pupils under 18 as friends into their personal accounts.
- ii. Staff must not post pictures of school events without the Headteacher's consent.
- iii. Staff must not use social networking sites within lesson times.
- iv. Staff need to use social networking in a way that does not conflict with the current National Teacher's Standards.
- v. Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- vi. Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.
- vii. Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.

Inappropriate use by staff should be referred to the School Principal (DCPO) in the first instance.

C. Creation of network accounts by staff for use in education.

All social media services must be approved by the Executive Principal in advance of any educational work being undertaken.

D. Comments posted by parents/carers.

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- i. Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- ii. Parents should make complaints through official school channels rather than posting them on social networking sites.
- iii. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

E. Dealing with incidents of online bullying

The schools e-safety and/or Anti Bullying Policy makes sanctions regarding bullying using new technologies very clear.

The school can take action against incidents that happen outside school if it:

- i. Could have repercussions for the orderly running of the school or
- ii. Poses a threat to another pupil or member of the public or
- iii. Could adversely affect the reputation of the school.

Use of social networking sites to harass, bully or intimidate would be covered by this irrespective of when/where the post was made.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones or other devices to take or record any images of school children for their own records during the school day.

Procedures

- i. Under the Data Protection Act of 1998 and subsequent General Data Protection Regulations schools must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school network which is password protected until the school ceases to operate, should this occur then all photographs will be shredded or deleted from the school network.
- ii. The school's digital cameras must not leave the school setting (unless on an educational visit). Photographs are printed in the setting by staff and images are then removed from the camera memory.
- iii. Photographs may be taken during indoor and outdoor play and learning and displayed in school, on our website, albums or a child's development records for children and parents, carers, governors, directors, OFSTED etc to look through.
- iv. Often photographs may contain other children in the background.
- v. Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents must not post photographs or video containing other children on social media websites. (See Policy above).
- vi. Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our school. **Visitors may only use their phones in the foyer or outside the building and should be challenged if seen using a camera inappropriately or photographing children.**
- vii. The use of cameras, mobile phones and other recording devices are prohibited in toilets and nappy changing areas.
- viii. Staff are asked not to make personal calls during their working hours. However in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the Headteacher.
- ix. All school cameras and videos should be kept securely at all times and used with appropriate authority.