



Castle Hill St Philip's CE Primary School

Acceptable Use Policy

Date policy last reviewed: May 2026

This policy represents the agreed principles for acceptable use of cameras, ipads, mobile phones and any other digital devices throughout school. All staff and volunteers, by entering and working in school, agree to abide by this policy unless concerns/disagreements to it or received in writing by the Headteacher.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

1. Staff being distracted from their work with children
2. The inappropriate use of mobile cameras around children

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones, cameras, ipads and any other digital devices that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones/Digital Devices including Smart Watches

Staff personal phones/other personal digital devices are kept in a secure place in the school out of children's reach. *The Head Teacher will provide staff with a secure locker for mobile phones, digital devices and general belongings.*

- The school allows staff to bring in personal mobile telephones and digital devices for their own use. Under no circumstances does the school allow a member of staff to contact a parent/carer using their personal device.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/digital devices are kept secure out of reach of children. Staff bags should be placed in a secure place.
- Personal digital devices, including the use for making calls, for texting and social media, may only be used at staff breaks or in staff members' own time away from the children, that is in the Staffroom, Head or Deputies rooms, or classroom when children are not present.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the designated areas as above.
- If any staff member has a family emergency, staff need to be contacted through the school's land line.

Staff will need to ensure that the School Office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

- All parent helpers/students must ensure that digital devices are kept secure out of reach of children. Mobile phone calls may only be taken at breaks or in own time away from the children in the designated areas.
- During group outings nominated staff will have access to their mobile phone, which is to be used for emergency purposes only or to contact school.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the head teacher or senior leadership team.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in Safeguarding policy).
- The school reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Digital devices that take photographs

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression and celebrating success. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- School ipads are to be used to take photos within the setting or on outings.
- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location and care of the digital devices.
- Images taken and stored on the camera/ipads must be downloaded as soon as possible on site, ideally once a day and deleted from the camera/ipad memory.
- Photographs should then be stored on Google Drive.
- Under no circumstances must cameras of any kind be taken into the toilets.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.