

MOBILE DEVICES POLICY (STAFF)

To be reviewed by:	Graeme Anderson
Date of Policy:	May 2019
Review Frequency:	Yearly
Review Date	May 2020
Signatories:	Headmaster 

Mobile Device and Digital Content Policy - Staff

This policy applies to all members of the school staff and is intended to be read in conjunction with the Acceptable Use Policy (Staff).

As part of the contractual obligation between parents of a pupil and the school, it is agreed that photographs and or moving images may be taken and used by the school in accordance with normal custom and practice. Such custom and practice will include: set piece photographs of the school, boarding house, team, theatre cast and snapshots of school activities. It has also been custom and practice for independent schools to use images of their pupils for marketing purposes, such as in prospectuses and promotional videos or displays on its website, inclusion in newsletters or publication in local media. The terms and conditions of Admission specify that parents who do not want their child's photograph or image to appear in any of the school's promotional material must make sure that their child knows this. Admissions will circulate a list of such pupils to all staff. Parents can revoke or grant this permission at any time. This policy covers those in the EYFS setting.

Use of digital and video images both photographic and video (Staff):

- When taking digital images / video, the emphasis should always be for educational or reporting aims
- No device should be used for any recording purposes in bedroom accommodation, changing facility, swimming pool, bathrooms etc. (The Marketing Office may take specific photographs as appropriate.)
- Images / video should always be taken using school supplied equipment. (A memory card supplied by the school can be used in personal equipment). School equipment will be securely stored.
- Images should never be stored on personal devices which includes but is not limited to mobile devices, laptops, internal camera memory, memory sticks, iClouds or portable hard drives
- Images should be stored on an area of the school network that is only accessible to staff.
- If personal storage devices have been used to transfer images / video these should be deleted once transferred onto the school network. This should be done on-site.
- Care should be taken when taking digital images / video that pupils are appropriately dressed and are not participating in activities that might bring the school or other individuals into disrepute. No images should be taken which may cause any child distress.
- Photographs that are to be published in either digital or hard copy platforms should be selected carefully and passed for publication by the Marketing Office.
- Staff should make pupils and parents aware of any instance where photography or videography may be used.

- Any image should be screened by the teacher concerned prior to public display or submission to any external body.
- Staff should refrain from uploading or using images of anyone in the St Andrew's community which could bring the school into disrepute in any manner.

Taking of images by parents and friends:

Parents and friends often wish to take images of their children at school plays and concerts or sporting activities. Courtesy and good manners require that the following rules are respected:

- Visitors must use their cameras with consideration and confine their photography to the relevant event;
- If visitors ask whether they can take photographs, they should be reminded that whilst it is permissible under the Data Protection Act 1998 to take photographs for personal use, publication of such images may be unlawful. The school will remind parents of this through events programmes and publications wherever possible;
- Where a play or concert or other event is subject to copyright and performing rights restrictions, visitors will not be permitted to take images, photographs or video film. Filming or videography is not permitted in the swimming pool.
- No images should be taken of the children during events such as swimming galas and parents will be reminded of this at the start of each event.

Use of images as part of student records:

Pupils will be required to have a photograph taken for personal pupil records. These images are subject to the Data Protection Act 1998 and will therefore:

- Be stored on the secure network provided area
- Not be used for any other purpose without the permission of the pupil or their parent(s)
- Not be distributed or shown to any unauthorised party

Request by third parties:

- From time to time third parties may request still or moving images of pupils for external publication. Such requests shall be handled by the Marketing Office who will gain the necessary permission of the pupil's parent(s)
- Photography and filming by newspaper journalists or television film crews will only take place under supervision once authorised by the Director of Marketing or their appointed person.
- If published, pupils will only be named if deemed appropriate and necessary by the Director of Marketing.

Mobile Phone Use

Staff use of mobile phones during their working school day should be:

- Discreet and appropriate
- Mobile phones should be switched to silent and left in a safe place during lesson times. The school will not take responsibility for items that are lost or stolen. All mobiles should be password protected.
- Staff should never contact pupils and try to avoid contacting parents from their personal mobile phone. They should not give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. School mobiles are available from the Facilities Bursar.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- As noted above, with regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

Child Protection

Staff must always remain vigilant and report any of the following concerns to the Designated Safeguarding Lead. Someone who is -

- taking photographs in inappropriate locations (see above)
- taking an unusually large number of images
- taking images where the subject is unaware they are being filmed

This Policy will be reviewed annually or sooner if deemed necessary or if relevant new guidance must be taken into account. Non-compliance will be dealt with through the school's disciplinary procedures.