

Portadown Integrated School

Mobile Phone and Recording of Images Policy

Introduction

1.1 Portadown Integrated Nursery and Primary School recognises that children of a younger age are increasingly using mobile phones as part of their everyday life outside school.

However mobile phones are not required for any part of the school's curriculum.

1.2 The school recognises that it has a duty of care to its pupils, members of staff and visitors. As a result the school wishes to protect all parties from the misuse of mobile telephones, the consequences of which can be extremely hurtful, damaging, wide reaching and lasting.

1.3 The misuse of mobile telephones in school can cause distraction, stress and anxiety.

2 Mobile phones in school

2.1 Pupils are not allowed to bring mobile telephones into school.

2.2 Whilst permission should be sought for the agreed use of mobile phones upon school property, teacher, parent, guardian, visitor, contracted engineer or any other person with a validated reason for being there, there are areas of the school where the use of mobile technology is strictly forbidden.

2.3 Restricted areas are categorised as a bathroom/toilet area, a pupil changing area, or any area where a child's or adult's modesty can be compromised.

2.4 The school operates a strict zero tolerance policy regarding mobile phone use in these areas and has a duty to alert the Police if it believes this policy has been broken.

3 Misuse of mobile telephones

3.1 Mobile telephones can be misused in a variety of ways which are constantly changing as mobile technology develops. Their ease of use exacerbates matters.

3.2 Mobile telephones can be misused for:

3.2.1 Bullying (called 'cyber-bullying' when technology is used as a vehicle for a substantial part of the bullying);

3.2.2 Taking photographs or videos of pupils or staff when consent has not been requested or given. Such pictures may place pupils or staff in danger;

3.2.3 Taking photographs or videos of pupils or staff in embarrassing situations and posting the images on the Internet via social networking sites such as 'Facebook', 'Twitter', etc, or file sharing sites such as 'You Tube'. Once images are placed on such sites, control is lost over them as users across the world can quickly and easily copy such images and re-post them anywhere on the Internet at any point in the future;

3.2.4 Undermining the efforts of the class teacher and/or other pupils by creating distractions during lessons, for example texting.

3.2.5 Accessing inappropriate material from the Internet;

3.2.6 Taking photographs or videos of members of staff of Portadown Integrated Nursery and Primary School without permission and using such images inappropriately.

4 Procedures if a pupil is found with a mobile phone

4.1 In school, any member of staff finding a pupil with a mobile telephone will confiscate it and, at the earliest opportunity, take the mobile telephone to the School Office.

4.2 If a member of staff suspects that a mobile phone has been used to take pictures or videos or record sound within school, or to record pictures, videos or sound while on a school trips or educational visits, Portadown Integrated Nursery and Primary School reserves the

right to inspect the contents of the mobile phone and, as a result, to contact the Police, Social Services or whoever would be appropriate under the circumstances.

4.3 A member of the clerical staff will record the name of the pupil from whom the mobile telephone was confiscated and it will be stored in the office.

4.4 If a child has a mobile phone confiscated it will only be released to the pupil's parent or carer. A letter will be sent to the pupil's parent/carers to inform them.

4.5 Should the Police, Social Services be contacted, then the school will return the mobile telephone to pupil's parents or carers when advised that it is appropriate to do so by the agency dealing with the referral.

5 Mobile telephone misuse in the Curriculum

5.1. Educating pupils on the dangers of the misuse of mobile phones is done through assemblies and as part of the curriculum.

5.2 Pupils are aware of where to seek advice or help if they experience problems from the use of mobile telephones; i.e. child protection teacher, parent/carers, teacher/staff member.

6 Guidelines for the use of mobile telephones (and other recording equipment) by parents, guardians and visitors

6.1 Whilst Portadown Integrated Nursery and Primary School recognises the rights of parents to use mobile technology, we kindly ask that this is kept to a minimum whilst on school property. This applies not only to normal school opening hours but also to the drop-off and collection periods as well.

6.2 If a parent, guardian or visitor is seen using their mobile phone to take pictures or record video footage whilst on school property, at any time, the school body reserves the right to request inspection of said images and, if necessary demand deletion of the files in question.

6.3 If the parent, guardian or visitor refuses to relinquish their mobile phone for inspection upon demand, the school reserve the right to inform the Police service and/or the Local Authorities.

6.4 The above policies also apply to the use of cameras, video cameras and all forms of media recording equipment that could potentially be used for harmful purpose.

6.5 In the interests of Child Protection, parents and visitors are not permitted to take any form of image recording during school events such as sports day, concerts and assemblies. The school will where practical take photographs at such events and make them available to parents. There may be a charge to cover the costs of production for example the sale of a DVD of the Christmas Concert.

7 Guidelines for the use of mobile telephones by Contracted Engineers

6.1 There are occasions that contracted engineers are employed to carry out work on the school property.

6.2 All contracted engineers should be made aware of school policy regarding the use of mobile technology upon arrival at the school office.

6.3 If the contracted engineer needs to use his/her mobile telephone whilst on school property, for whatever reason, they should either seek permission from a member of staff or leave the school grounds.

6.4 Should a contracted engineer require the use of a mobile phone, or any other form of media recording device (camera, etc) in a restricted area, i.e. a toilet block, then prior permission MUST be sought from either the Principal or Vice Principal. No other person or

member of staff has the authority to grant permission for mobile use in the designated restricted areas.

6.4 If a contracted engineer is seen using their mobile phone to take pictures or record video footage whilst on school property, at any time, the school body reserves the right to request inspection of said images and, if necessary demand deletion of the files in question.

6.5 If the contracted engineer refuses to relinquish their mobile phone for inspection upon demand, the school reserve the right to inform the Police service and/or the Social Services or whoever would be appropriate under the circumstances.

6.6 The above policies also apply to the use of cameras, video cameras and all forms of media recording equipment that could potentially be used for harmful purpose.

Review Date November 2021

Portadown Integrated Nursery and Primary School