



USE OF MOBILE PHONES, CAMERAS, IPAD/TABLET, INTERNET & ICT POLICY

December 2017

USE OF MOBILE PHONES, CAMERAS, INTERNET & ICT POLICY

The Academy of Woodlands provides the use of digital devices and internet facilities, for children and staff. The digital devices allow staff and children to record activities going on in the Academy. The devices and internet provides opportunities to enhance education by helping with activities, providing information and for the planning of activities.

A permission consent form (on the child's school admission form) is required to be signed by the parent/carer so a child can access the internet if deemed appropriate.

Digital Cameras

- Children use the child friendly digital devices and any photographs will be downloaded or deleted at the end of each session.
- Staff must only use the Academy's own digital devices to take any photographs and these must be downloaded or deleted at the end of each session.
- Staff may not use any other digital device to take photographs in the setting.

Computer and internet use in the Academy

The computer system is owned by The Academy of Woodlands and has appropriate software to ensure safe internet use. The Academy reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials must be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for Responsible Internet Use

Staff, Students and Volunteers

- All Internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Computers will be used only for agreed reasons.
- Computer discs/pen drives will not be used without prior permission (Students/Volunteers).
- Permission will be requested before using the internet (Students/Visitors).
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Social networking sites cannot be accessed via work computers or during work hours.
- Computer files may be checked and the internet sites visited may be monitored.

- All staff must adhere to the above. Any breach of these could result in disciplinary procedures and may result in the termination of their contract.

Children

- The Academy will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the Academy.
- All internet activity should be deemed appropriate.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal details will not be shared over the internet.
- Arrangements to meet others will not be made via the internet unless a parent, carer or a member of staff has given permission.
- Any inappropriate materials sent to the computer will be reported to the Head teacher.
- The internet sites visited will be monitored.
- We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the Academy. These along with their personal belongings are to be kept in their lockers or locked cupboard.
- Staff are allowed to use their mobile phones during breaks but are not allowed to switch their mobiles on until they are within the Staff areas i.e. Refectory/Staff room/Personal Office.
- Staff may not use any camera facility on their mobile during work time.
- In order to safeguard the children within the Academy, Parents/Carers/Visitors/Volunteers, who attend sessions/activities, are requested to turn off their mobile phones. Notices are displayed to reinforce this.
- A member of staff may take their own mobile phone on a trip in case of an emergency or contact is needed but is not allowed to be used for taking photographs.

Social Networking sites

- Staff should at no times post anything regarding children, their parents/families or other staff at the Academy.
- No photographs from the Academy may be used, or ones which identify the Academy or children from the Academy.
- No photographs of other members of staff to be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the Academy or other employees may be subject to disciplinary proceedings.
- Maintain professionalism whilst using social networking sites.

- Any employee, who becomes aware of social networking activity that would be deemed distasteful or not appropriate, should make the Management team aware who will inform the Head teacher.

Photographing children:

We will not allow others to photograph or film children during without parental/carer permission. We will not allow images of children to be used on our website, in publicity or press releases without express permission from the parent/carer. If we do obtain permission, we will not identify children by name.

Staff often take photographs of children in their day to day activities, to document their progress and achievements. Such photographs will only be shared with the parent/carer and will only be taken with the permission of the parent/carer.

Policy reviewed: December 2017

Head Teacher: _____

The Academy of Woodlands Director: _____