

Personal Technology Policy

Rationale

This policy defines and describes the acceptable use of personal technology devices by all members of the school community.

For the purposes of this policy, *personal technology devices* include, but are not limited to:

- Mobile phones and smartphones
- Smart watches
- Smart glasses
- Fitness trackers
- Tablets
- Personal cameras
- Wearable technology
- Any device capable of recording, storing or transmitting images, video, audio or data

The school does not accept responsibility for the loss, theft or damage of personal technology devices brought onto the school site.

Introduction

Technology continues to evolve rapidly and many personal devices now possess sophisticated capabilities including internet access, communication functions, photography, video recording, audio recording and live streaming.

Whilst these technologies can provide significant benefits, they also present safeguarding, privacy and data protection risks within a school environment.

The school has a duty to safeguard children, staff, volunteers and visitors and to ensure that everyone is protected from inappropriate recording, photography, video capture or transmission of images and information.

This policy establishes clear expectations regarding the acceptable use of personal technology devices on the school site.

Aim

The aim of this policy is to:

- Promote the safeguarding and welfare of all pupils and adults.
 - Protect the privacy and dignity of pupils, staff and visitors.
 - Prevent unauthorised photography, video recording and audio recording.
 - Reduce distractions to teaching and learning.
 - Ensure compliance with safeguarding, data protection and professional conduct requirements.
 - Provide clear guidance regarding acceptable use of personal technology devices.
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Scope

This policy applies to all individuals on the school site, including:

- Staff
- Governors
- Volunteers
- Agency staff
- Contractors
- Pupils
- Parents and carers
- Visitors
- Community users

This list is not exhaustive.

Policy Statement

The school recognises that many personal technology devices include cameras, microphones, video-recording facilities, internet access and communication functions.

Devices capable of recording, storing or transmitting images, audio or video present particular safeguarding concerns and have the potential to compromise the privacy, dignity and safety of pupils and adults.

To minimise risk and maintain a safe environment, personal devices capable of recording images, video or audio are subject to strict controls within the school environment.

The safety and wellbeing of children is paramount and takes precedence over the convenience or personal use of technology devices.

Code of Conduct

The school promotes a culture of professionalism, trust and accountability.

All members of the school community are expected to:

- Understand what constitutes inappropriate use of personal technology.
 - Remain vigilant to safeguarding risks.
 - Respect the privacy and dignity of others.
 - Follow school procedures relating to technology use.
 - Report concerns promptly to the Headteacher or Designated Safeguarding Lead (DSL).
 - Avoid putting themselves in situations that could lead to misunderstandings or allegations.
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School Responsibilities

The Governing Body is responsible for ensuring that appropriate policies and procedures are in place regarding the use of technology within school.

The Headteacher is responsible for ensuring that:

- Staff are aware of and comply with this policy.
- Appropriate safeguarding measures are implemented.
- Concerns relating to misuse are investigated appropriately.
- Relevant agencies, including the Local Authority Designated Officer (LADO), are consulted where necessary.

Where there is reason to believe that a device has been used inappropriately or unlawfully, the school will take immediate action in accordance with safeguarding, disciplinary and legal requirements.

User Responsibilities

All users of personal technology devices are expected to comply with this policy.

Failure to do so may result in:

- Removal of the device from the school site.
- Restriction of access to the school site.
- Disciplinary action.
- Referral to external agencies where appropriate.

Any suspected breach of this policy must be reported immediately to the Headteacher or DSL.

Safeguarding

Photographs and videos can be valuable tools for recording children's achievements and activities. However, safeguarding considerations must always remain paramount.

Photographs and videos of pupils will only be taken using approved school-owned devices and in accordance with parental consent arrangements and relevant school policies.

Under no circumstances should personal devices be used to take photographs, videos or audio recordings of pupils.

Any school photographs or videos that are no longer required will be securely deleted.

Prohibited Devices

To ensure the safety and privacy of all members of the school community:

Devices capable of recording images, video or audio are strictly prohibited for use within the school environment.

Any device capable of covert or overt image, video or audio recording, including smart glasses and wearable technology, is not permitted to be worn by staff, visitors, contractors, volunteers or pupils on the school site, unless specifically authorised in writing by the Headteacher.

This includes:

- Mobile phones with cameras
- Smartphones
- Smart watches with recording capabilities
- Smart watches with camera, microphone or communication functions
- Smart glasses
- AI-enabled glasses
- Camera glasses
- Wearable recording devices
- Personal cameras
- Any other device capable of recording or transmitting images, video or audio

Such devices must not be used to capture images, sound or video anywhere on the school site.

Staff and Personal Technology

The school recognises that staff may need to bring personal technology devices to work.

The following rules apply:

- Mobile phones must be kept on silent or switched off during the working day.
- Personal devices must not be used or on one's person when supervising or teaching pupils.
- Staff must not use personal devices to take photographs, videos or audio recordings of pupils.
- Staff must not store pupil information on personal devices.
- Staff must only communicate electronically with pupils through approved school systems.
- Smart glasses or any wearable technology containing recording capabilities must not be worn on the school site.
- Smart watches must not be used for photography, video recording, audio recording or communication with others during the school day.

An exception may be authorised by the Headteacher where required for medical reasons or other exceptional circumstances.

Children and Personal Technology

Pupils are not permitted to use personal technology devices during the school day.

If a pupil brings a mobile phone to school:

- It must be handed to the school office on arrival.
- It will be securely stored during the school day.
- It will be returned at the end of the school day.

Pupils must not bring smart watches (with audio or visual recording capabilities), smart glasses or any recording device into school unless prior permission has been granted by the Headteacher due to a specific medical, educational or safeguarding need.

Any unauthorised device may be confiscated and parents/carers contacted.

Parents, Carers and Visitors

The safety and privacy of pupils is of paramount importance.

Parents, carers and visitors are requested not to use personal technology devices within school buildings.

Any device capable of recording images, video or audio is prohibited while visiting the school site.

This includes:

- Mobile phones
- Smart watches with recording capabilities
- Smart glasses
- Camera glasses
- Wearable recording devices
- Personal cameras

All visitors entering the school site will be required to agree that:

- They will not take photographs, videos or audio recordings unless specific permission has been given by the headteacher.
- They will not wear or use smart glasses or any wearable recording device whilst on site.
- They will comply with instructions given by school staff regarding technology use.

By signing into the school, visitors acknowledge and agree that they are not wearing, carrying in active use, or using any device capable of recording images, video or audio, unless expressly authorised in writing by the Headteacher. Visitors who are unable or unwilling to comply with these requirements may be refused entry to the school site.

Educational Visits

When undertaking educational visits:

- A school-approved device may be used for emergency communications (which will generally be the personal mobile phone of a designated staff member).
 - Photographs and videos may only be taken on approved school devices.
 - Staff must continue to comply with all safeguarding requirements relating to technology use.
 - Volunteers (including parents and carers) will sign a Volunteer Agreement before attending which will outline how technology can be used and accessed on visits.
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Data Protection and Privacy

All use of technology within school must comply with:

- UK GDPR
 - Data Protection Act 2018
 - Keeping Children Safe in Education
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- School safeguarding procedures

Unauthorised recording or sharing of images, video or audio may be treated as a serious breach of safeguarding and data protection requirements.

Linked Policies

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Online Safety Policy
- Data Protection Policy
- Behaviour Policy
- Visitor Policy
- Educational Visits Policy