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## Shine as Lights in the World Philippians 2.15

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#### Policy for the Use of Mobile Devices and Cameras in School

##### **Introduction**

Photographs are taken as a source of evidence of activities undertaken – these might be of classroom activities or school visits etc. These are used for display purposes, to go into children's workbooks or personal Learning Journeys or for the school website. Children also love to see photos of themselves and their friends; capturing special moments helps them to gain a sense of self and to recognise their place in the world. However, we live in an age in which digital technology has vastly increased the use and potential misuse of photography.

Wychwood CE Primary School recognises that parents and carers may have concerns about their child being photographed and how the images of their child will be stored.

##### **Taking photographs/images of children**

- We gain parents/carers consent to take photos when the child joins the school.
- Photographs are only taken using a school iPad or camera.
- Staff are not permitted to take photographs of children on their mobile phone or any other camera.
- When not in use, iPads are stored securely in the teacher's desk within the classroom.
- Once the images have been used, they are either stored on the school secure server for that academic year or deleted.

##### **Photographs or Videos at School Events**

Parents and carers may take photographs or videos of their own children at school events for personal use. This is permitted under UK GDPR and the Data Protection Act 2018 because it falls within "personal or household activity."

However, sharing images beyond personal use, for example, posting on a public social media account, may require consent from other parents whose children appear in the images. Schools cannot guarantee consent for such sharing, so parents are strongly advised not to post images publicly online.

At the start of any performance or event, parents will be reminded of these responsibilities and asked to ensure that any images taken are for private use only and not shared on public platforms.



The school will continue to take appropriate steps to safeguard pupils and will seek parental consent for any images taken by the school for official purposes, such as on the website or in promotional materials.

### **Social media**

Social media platforms allow individuals to share content publicly or within private networks. While these tools can support learning, for example, through blogs and collaborative spaces, they also present risks related to privacy, safety, and reputation. Although access to social networking sites is restricted and monitored during school hours, many pupils in upper Key Stage 2 regularly use these platforms outside school. We recognise the need to guide pupils in safe and responsible use and to support parents who may be unsure what advice to give.

### **Key principles and guidance:**

- **Access in school:** Social networking sites are blocked during school hours unless a specific educational use is approved by a senior leader.
- **Personal information:** Pupils must never share personal details that could identify them or their location (e.g., full name, address, phone number, school name).
- **Images and content:** Pupils should avoid posting personal photographs or videos online. They should understand that once content is uploaded, it is difficult to remove and may be publicly accessible.
- **Online behaviour:** Pupils are taught to consider the impact of what they publish and to avoid sharing private thoughts or sensitive information.
- **Staff conduct:** Staff must keep personal social media profiles private and must not accept current or former pupils as contacts. Staff should not share personal email addresses with parents; all communication must go through official school channels.
- **Security:** Both staff and pupils are advised to use strong passwords, restrict access to known contacts only, and block or report unwanted communications.
- **Parental partnership:** We ask parents to support these steps and to discuss online safety regularly with their children

Our **Social Media Policy** provides further guidance on staying safe online.

### **Identifying Children/Websites**

Parental consent for their child to be photographed and for these to be used as described below is obtained when a child joins our school. Additional consent is obtained when children take part in sporting activities and on other occasions if photographs are going to be used to celebrate the event. If a child's image appears in a local press article, or other publicity material and their full name appears alongside the photograph, parents are asked for their consent.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. Photographs are used

extensively throughout our school, but generally to capture a particular experience or something a child has achieved. In addition, we may use photographs for the following:

Photographs	Purpose
<b>Examples of children's learning &amp; development</b>	To create displays that demonstrate children's learning. As evidence to go in Learning Journeys to share with parents and children. To evidence practical activities.
<b>Displays of Children's Work</b>	A record of ideas and reference for future use.
<b>Within the Classroom</b>	To demonstrate the range of activities provided.
<b>Big Books</b>	To evidence work of the school.
<b>Whole School Films</b>	Share with children, parents and visitors.
<b>Special Events &amp; Festivals</b>	As a record and to show children and parents a range of cultural experiences; photographs may be posted on to the School's website
<b>Photographs of Staff Interacting with Children</b>	To demonstrate good practice within school.
<b>School Visits</b>	To share with peers and family after the visit and to create an evidence base for learning outside the classroom.

### Procedures

The following procedures must be adhered to by staff, volunteers, students on work placement, parents and visitors to Wychwood CE Primary School.

- Mobile phones and personal cameras should not be carried by any member of staff, volunteer or helper, either inside or outside, during School opening hours. The only exception will be the use of a personal mobile phone in the event of an emergency and of land-line failure.
- All personal mobile phones must be kept away from children.
- You are asked to give the school land-line number to any person who may need to contact you in an emergency (01993 830059).
- Mobile phones may be accessed during mid-morning and lunch breaks but away from pupils.
- Mobile phones should not be used to take photographs of children at any time.
- Only school designated cameras can be used to take photographs of children.
- Photographs can only be downloaded onto the secure server on the school system.
- In accordance with the Data Protection Act (1998) photographs will be deleted from the camera and shared drive when they have been used, or within that academic year.
- All teachers are responsible for ensuring the safe downloading and removal of photographs to and from the designated cameras and staff shared drive – the DSL monitors and reviews termly.

- Parents and visitors to school classrooms should not take photographs of children or the setting using either cameras or mobile phones, without permission of the school.

## **Use of Mobile Devices in School**

### **Introduction**

This policy sets out clear expectations for the appropriate use of personal mobile devices by staff and pupils within school.

It includes guidance on bringing mobile devices into school and makes explicit reference to devices with cameras and internet connectivity.

### **Mobile Devices with Cameras and Internet Access**

Most mobile devices now include cameras and internet access, enabling users to take and share images instantly via messaging, email, or social media.

These features present potential safeguarding risks, including misuse for bullying, harassment, or unauthorised sharing of images of pupils or staff.

### **Staff Mobile Device Policy**

Staff use of mobile devices during the working day must be:

- Discreet and appropriate, never in the presence of pupils unless authorised for educational purposes.

Mobile devices should be:

- Switched to silent and stored securely out of sight during school hours. The school accepts no responsibility for lost or stolen items.

Staff must never:

- Contact pupils or parents using a personal mobile device.
- Share their personal mobile number with pupils or parents.
- Send or accept texts, images, or other content that could be considered inappropriate.

Staff must not use personal devices to photograph or video pupils, nor allow themselves to be photographed by pupils.

All staff must understand that failure to comply with this policy may result in disciplinary action.

### **Pupil Mobile Device Policy**

Pupils are not permitted to bring personal mobile devices or smart devices into school unless prior authorisation has been granted for safety reasons (e.g., travel to and from school).

Where authorisation is given:

- Devices must be handed into the school office at the start of the day and collected at the end.
- A secure check-in/check-out system is in place, with a register maintained by the school office.

Devices must remain switched off while on school premises and may not be used during school hours.

### **Safeguarding and Monitoring**

- The school reserves the right to confiscate any unauthorised device.
- Any misuse of mobile devices will be treated seriously and may result in sanctions in line with the school's Behaviour policy.

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