

Growing Together Federation

Acceptable Use of Mobile Devices, Wearable Devices, Cameras/Tablets and Images Policy

Policy Rationale

At The Nursery School, we recognise that mobile and wearable technology is an integral part of modern life. Children's photographs add colour, life and interest to materials and articles, promoting school activities and recognising success. We understand how this can increase pupil motivation and help the school and our wider community to identify and celebrate our achievements.

We aim to encourage responsible and appropriate use of technology, rather than enforcing unrealistic bans, while remaining vigilant to the potential risks associated with misuse.

This policy provides clear guidance to staff, pupils, parents, volunteers and visitors to ensure privacy is protected, online safety is promoted, and equipment is used appropriately.

Policy Aims

- Promote and model safe and responsible use of devices
- Set clear expectations for acceptable use of mobile, wearable and recording devices
- Support safeguarding, child protection and data protection policies

This policy addresses risks including:

- Safeguarding and child protection concerns
- Data protection and GDPR compliance
- Disruption to learning
- Loss, theft or damage of equipment

Staff

All staff are responsible for implementing and enforcing this policy.

- Personal mobile devices may be brought to the setting for use only during breaks and away from children
- Devices must not contain inappropriate or illegal content
- Classroom-based staff must not make or receive calls or texts during contact time
- Phones must be switched off or on silent and stored securely during contact time

Wearable Devices:

- Smart watches and fitness trackers may be worn but used only as a watch
- All other functions (camera, messaging, recording) must be disabled
- Wearable devices must be disconnected from mobile phones while working with children

Professional Expectations:

- Staff must not contact pupils or parents using personal devices
- Personal phone numbers must not be shared with parents
- Staff must never photograph pupils using personal devices
- Permission from the Headteacher is required to use a phone on trips or activity days

Cameras, Tablets and Images

Photographs may be taken to record learning and achievements in line with the Early Years Foundation Stage and may be used for displays, the school website or local press with parental consent. Parents/carers are provided with photographic consent documentation at the time of enrolment.

- Only designated nursery cameras or tablets may be used
- Images must be appropriate and respectful at all times
- Devices and memory cards must be stored securely at the end of each day
- Images should be downloaded weekly to the staff-only secure network area

Bathroom and Nappy-Changing Areas:

- Cameras or tablets must not be used without prior permission from the Headteacher
- Any approved use must be supervised and the device kept in a visible position

Parents and Carers

It is recognised that events such as school concerts, plays or sports day are activities which parents/carers will wish to record. Parents and carers are permitted to record or film digital images of their own children but are advised that such recordings are for their own 'family album' and are not to be published.

Pupils

- Smart watches and fitness devices are not permitted due to distraction and safeguarding concerns
- Parents should ensure their children not bring mobile phones, devices or wearable technology to school

Volunteers, Visitors and Contractors

- Must not take photographs or recordings of pupils
- Must keep mobile devices on silent
- Must not use devices around pupils unless authorised and escorted

Loss, Theft or Damage

The school accepts no responsibility for mobile devices that are lost, stolen or damaged on site.

Non-Compliance

Failure to adhere to this policy may result in disciplinary action in line with school procedures. Any misuse must be reported to the Designated Safeguarding Lead (DSL).

The school is registered with the Information Commissioner's Office (ICO) and adheres to Data Protection legislation. Incidents of inappropriate or intrusive photography should be reported to the Headteacher or Governing Body, in line with the school complaints policy. In the unlikely case of concerns regarding the use of photographs by the press, complaints should be addressed to the 'Press Complaints Commission' or the 'Office of Communications' (OFCOM) in the case of TV companies.