



# WOODPARK

## PRIMARY SCHOOL

### Mobile Device and Online Safety Policy

Created: May 2019  
Next Review: May 2021



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To be reviewed – May 2021

#### **Introduction**

Woodpark Primary is a school that very much embraces technology and recognises both the importance and benefits of technology in education and society. The number one priority is the welfare and wellbeing of the children and as such, this policy provides clear guidance on the use of mobile phones, tablets or electronic devices in school by staff, pupils, parents, visiting services and volunteers.

At Woodpark, we have an experienced and knowledgeable staff regarding technology and our programme of study allows children to understand the benefits and risks associated with technology. We try our utmost to keep the children safe in an ever-changing and fast-paced digital world. This policy helps support the safety of the children and understanding of what their online actions can result in.

This policy supports **SLC** Health & Safety, Anti bullying and Child Protection & Safeguarding policies.

#### **Pupils**

Woodpark Primary strongly discourages children from bringing any kind of phone or electronic device to school:

Firstly, mobiles and tablets are capable of taking photos and videos that could jeopardise the safety of the children. They can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or social networking sites. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Secondly, Woodpark Primary cannot accept responsibility for any damage caused to devices.

Thirdly, Woodpark is a safe, nurturing and inclusive environment. We want children to be able to come to school and be focussed on learning and having fun without having to worry about their digital lives. By removing the issues caused by social networking, we believe the children will be happier, more relaxed and ready to learn.

If a child brings a phone to school it will be kept in a locked drawer until the end of the day.

If a child is found to be using a phone in an inappropriate way in school, action will be taken by management and if need be South Lanarkshire Council or the police.

## Parents / Carers and Volunteers

Parents and carers must observe our strict no photograph policy. Many children in the school do not have permission to have their photo taken. This is to protect their safety for various reasons. During school performances, the Head Teacher will inform the parents of their photo options on an event by event basis.

We ask that parents/carers do not share any photos or videos that contain any other child on social media. This again is a safety issue as photos and videos can spread extremely quickly.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

## Staff and Visiting Services

Staff should only use their mobile phones outside of classroom contact times and not in view of pupils. This helps to set a good example to the children of responsible device use. The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents/ carers from their personal mobile phone or give them their mobile phone number to pupils or parents/ carers. If a member of staff needs to make a telephone contact with a parent/ carer, they should use the school telephone.

Staff should never send or accept from colleagues, texts or images that could be viewed as inappropriate.

Staff should never accept friend requests or social media links of any kind from pupils, former pupils or parents/carers.

Staff should never use their phone to photograph/ film a pupil or allow themselves to be photographed. This guidance will safeguard both members of staff and the school.

Staff should understand that failure to comply with this policy could result in disciplinary procedures **as this goes against the SLC Code of Conduct.**