

Lancaster Lane CP School



2017

Early Years Foundation Stage Acceptable Use Policy (AUP)

Developing and Reviewing this Policy

This online safety policy has been written as part of a consultation process involving the following people:

Mrs J Geldard – Head Teacher, Mrs A Mills – ICT Subject Leader and Staff

It has been approved by Governors and will be monitored and reviewed as listed below:

The implementation of this policy will be monitored by:

Head Teacher and ICT Subject Leader

This policy will be reviewed annually by Head Teacher, Staff and Governor

Approved by J Geldard (Head Teacher) Date May 2017

Approved by C Edgerley (Governor) Date May 2017

ACCEPTABLE USE (of cameras & mobile phones) POLICY

Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras around children

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

To achieve this aim, we operate the following Acceptable Use Policy:

Mobile devices

In our school, we recognise the use of mobile devices offers a range of opportunities to extend children's learning. However, the following statements must be considered when using these devices:

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2014).

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

Procedures

Under the Data Protection Act 1998, the school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the school's main

server. Photographs have to be uploaded from cameras within a half a term of being taken and are deleted from the server 5 years after the child has left the school.

The school's digital camera/s or memory cards must not leave the school setting unless on an official school trip. Photos are printed/uploaded in the setting by staff and once done images are then immediately removed from the cameras memory.

Photographs may be taken in any regular school lesson or after school activity. Photographs printed off will be stuck into children's books, used on display boards and stored in a cupboard in school. The school's printers will be used to print photos as will the occasional use of Truprint – this is password protected and only accessible by the HT / DHT.

It is acknowledged that often photographs may contain other children in the background.

Parents will be reminded in newsletters and before assemblies that any photographs taken are only for personal use and should not be uploaded to social network sites. All staff in school may take photographs from lessons / events.

On admission, parents will be asked to sign the consent for photographs to be taken in school or by the media for use in relation to promoting/publishing the school. This consent will last for a maximum of 5 years only. This does not cover any other agency and if any other agency requests to take photographs of any child then separate consent before photographs are taken will be sought.

Lancaster Lane School recognises that most adults have a mobile phone and many have inbuilt cameras. The school's policy is that these are not used in the presence of children. Cameras and mobile phones are prohibited in all toilet areas.

Use of Digital Media

Photographs taken for the purpose of recording a child or group of children

participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated school cameras are to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera.
- Images taken and stored on the camera must be downloaded as soon as possible.
- If the technology is available images should be downloaded on-site. Should this facility not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- Photographs should then be distributed to members of staff to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, staff will need to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

For more Information refer to the Online Safety – A toolkit for Early Years Setting kept in the Reception Classroom.