

## MOBILE PHONE USE AND PHOTOGRAPHY POLICY

### A. PURPOSE

The School is committed to the care and wellbeing of its students and therefore expects all employees, students, parents/carers and visitors to share this commitment. Instituto Thomas Jefferson Zona Esmeralda recognises the need to ensure, as far as reasonably possible, the safety of its students and therefore implements a safe procedure for the use of mobile devices, cameras and video/photography for all members of the educational community. This procedure aims to ensure the responsible use of such devices within the School and during school events.

This policy provides students, parents/carers, employees and visitors with guidelines and instructions for the appropriate use of mobile devices during the school day.

In this document, the following terms are used:

**Student:** Any student enrolled at Instituto Thomas Jefferson Zona Esmeralda, regardless of age, as well as visitors who are under the age of 18.

**Employee:** Any member of staff employed by Instituto Thomas Jefferson Zona Esmeralda, regardless of role or position.

In order to prevent risk situations from escalating, Instituto Thomas Jefferson Zona Esmeralda adheres to the following principles:

- The wellbeing of the student is paramount, and every student has the right to be protected from harm and exploitation. A student's wellbeing is irrespective of race, religion, ability, disability, gender or culture.
- All students should be and feel safe at school.
- Every student has the right to receive strategies and skills that help them keep themselves safe.
- All adults in the School must demonstrate a commitment to safeguarding the students with whom they work.
- Instituto Thomas Jefferson Zona Esmeralda works in partnership with parents, carers and other professionals to ensure the protection of its students.
- The wellbeing of the student is our priority.
- All students have equal rights to protection; however, it is recognised that in some cases additional support may be required. Some of these cases may relate to special educational needs, disability, gender, religion and sexual orientation.

#### 1. Scope and Objectives

Instituto Thomas Jefferson Zona Esmeralda aims to:

- Provide a safe and happy environment that promotes students' growth and learning.
- Define the systems and procedures in place to ensure that students are safe within the School.
- Raise awareness among all employees and parents/carers regarding issues related to mobile phone use within the School.
- Ensure effective communication between employees and parents/carers in relation to situations involving mobile phone use within the School.
- Establish effective procedures for employees who may encounter situations related to mobile phone use and the taking of photographs.
- Be clear with all parties involved, including students, parents/carers and guardians, about the School's Mobile Phone Use Policy.

## A. SCOPE

The Mobile Phone Use Policy will be approved and signed by the General Director. This policy applies to all levels of the organisation.

## B. RESPONSIBILITIES

- Safeguard the rights of children.
- Protect children's personal privacy.
- Raise awareness and provide clear guidance regarding the use of mobile phones and the taking of photographs within the School.
- Inform parents/carers and employees about how mobile phones and photography may be used within the School.
- Inform the Designated Safeguarding Lead of any concerns regarding the use of mobile phones and the taking of photographs within the School.

## C. PROCEDURES FOR THE USE OF MOBILE PHONES AND THE TAKING OF PHOTOGRAPHS

### For employees of Instituto Thomas Jefferson Zona Esmeralda

- Instituto Thomas Jefferson Zona Esmeralda permits employees to carry their personal mobile devices.
- Under no circumstances does the School authorise employees to contact students by telephone.
- Personal mobile phones may only be used to contact a parent/carer in the event of an emergency (accident, risk situation or serious illness), and only where no other means of contact is available.
- Employees must ensure that no illegal material is stored on their devices.
- All staff must ensure that their mobile phones or devices are kept out of the reach of children. Staff bags or backpacks must be secured in classrooms or in the staff room.
- Mobile phone calls may only be taken outside teaching, supervision or duty times and only in designated areas.
- The use of mobile phones during lessons, supervision or in the presence of students is strictly prohibited.
- No employee should have their mobile phone on their person while teaching, except in circumstances authorised by the General Director.
- If an employee has an emergency, they may freely use the School telephone or use their mobile phone from an office or staff room.
- Employees are responsible for keeping their contact details up to date in the School's contact register.
- It is the responsibility of employees to remain vigilant and to report any concerns related to the misuse of mobile phones and electronic devices to the Designated Safeguarding Lead. Such concerns will be considered, recorded and appropriately investigated. If the concern involves the General Director, it must be reported immediately to the Regional Directorate.
- Under no circumstances may personal mobile phones be used to take photographs or videos of students. If this occurs, the Designated Safeguarding Lead, Section Directors and the General Director must be notified immediately.
- Where there is a concern regarding the content or images stored on an employee's mobile phone, the Designated Safeguarding Lead and the General Director reserve the right to review such content or to notify the relevant authority. Should inappropriate material be found, the police will be contacted immediately and the procedures set out by the local authority will be followed. Internally, appropriate measures will be taken in accordance with the Employee Handbook.

### Use of School Devices with Cameras (iPads, Chromebooks, tablets, etc.)

- All staff are responsible for the secure storage and safe use of the School's electronic devices. These devices must be protected with an access code (see ITJ-ZE Acceptable Use of Devices and Email Policy).
- Photographic content stored on School devices must be reviewed regularly.
- Any suspicious activity must be reported to the Designated Safeguarding Lead, Section Director and the General Director.

- Photographs of students must be taken in open and visible spaces and in the presence of other adults.
- Under no circumstances should photographs be taken on a one-to-one basis, i.e. alone with a student. This is to protect both the student and the adult.
- A breach of this policy will result in disciplinary action.
- The taking of photographs or videos of students requires prior written consent from parents/carers (Consent Form).
- It is the responsibility of the teacher to be aware of parental permissions and to ensure that no photograph or video is taken of any student for whom consent has not been granted.

#### **For students of Instituto Thomas Jefferson Zona Esmeralda (Middle & High School)**

- It is the responsibility of parents/carers to decide whether to provide their children with a mobile phone, as the School does not require students to use such devices for learning purposes. Students are therefore only permitted to use their personal laptop. Students must also bring their laptop charger; if they do not have the complete equipment, they may not request missing items from other classrooms, peers or teaching staff.
- Under no circumstances may photographs be taken in classrooms of teachers or classmates without authorisation. In the event of misuse, the Section Director and the Designated Safeguarding Lead will be informed, and appropriate consequences will be considered according to the severity of the incident.
- If a student distributes, participates in or receives images or comments about a peer on social media that affect the peer's physical or emotional integrity, the School will follow up the situation and take the necessary measures according to the level of the incident.
- When reporting an incident related to the misuse of a device, evidence must be provided in order to enable appropriate follow-up with the individuals involved, ensuring discretion when addressing the situation.
- The inspection of any device requires authorisation from parents/carers and/or the student to unlock the device. It is important to note that any review of content must be carried out by two members of the School's senior staff.
- In the event of an emergency, students must approach the relevant authority, namely the Section Director/Grade Leader and/or the Personalised Education Department, to report the situation and follow the appropriate protocols. Following notification, it will be assessed whether the student should remain at School or be collected.
- Instituto Thomas Jefferson Zona Esmeralda is not responsible for the misuse of, or lack of care for, a student's electronic device.

#### **For parents/carers and visitors**

Parents/carers are responsible for understanding the scope and risks involved in providing their children with mobile devices, particularly mobile phones.

- Parents/carers must be aware that the School is not responsible for partial or total loss of a mobile device.
- Parents/carers are reminded that the point of contact and communication with the School is directly through the School offices.
- When attending school events, parents/carers are advised to take photographs/videos only of their own children.
- Parents/carers are requested to avoid using mobile phones to take photographs in academic areas where students are present. They may only take photographs of their own children. In the case of group photographs, these must not be uploaded to personal social media accounts.

#### **Marketing, Communications and Social Media**

- Only School cameras with School-owned memory cards may be used. Under no circumstances may personal memory cards be used in School cameras, nor may School memory cards be used in personal cameras.
- School memory cards must only be downloaded onto School computers and stored on a secure server. Photographs may only be printed for internal School use.



- Photographs and videos of students must be taken for the purpose of recording a student or group of students participating in activities or celebrating achievements in order to evidence progress and development.
- The use of students' images, audio and video must be authorised in advance by parents/carers.
- Under no circumstances are external providers or visitors permitted to take photographs or videos of students.

Reviewed by:
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