



Carstairs Primary School

Position Statement

Use of Mobile Phones, Other Electronic Devices
& Internet Safety

Throughout this document, 'other electronic devices' is taken to mean iPads, iPods, tablets and any other electronic gaming device

Rationale

Carstairs Primary recognises that advances in technology means that use of mobile phones and other internet enabled devices are integrated into society today and that often children are far more confident in the use of these technologies than adults. We aim to promote the safe and responsible use of all technologies.

Local Authority Guidance

All South Lanarkshire schools have been issued with Guidance Notes on the use of mobile phones within schools. They state that every school should have a written statement on the use and misuse of phones on their premises. This statement is written within the framework of the Council's policy of Care and Welfare and Operating Procedure F1.

The Council Guidance notes also make it clear that the Education Resource will support Head Teachers who take appropriate action against those who contravene the school's rules on this subject.

Similarly, the Council also has very clear guidance on the safe and acceptable use of the Internet and Social Media, guidance which has been fully considered in devising this Position Statement.

Our Position

Carstairs Primary does not wish to impose an outright ban on bringing mobile phones to school. We recognise that in emergencies on the way to or from school children may need to have the means of contacting help. During the school day however, contact with children or their parents should be done through the school office. The school will act as a link between home and school in cases where contact has to be made. Emergency contact numbers should be updated regularly. All phones should be switched off and kept in the school office during the school day. (Families should be aware that insurance does not cover pupils' mobile phones and therefore any sent to school with children are sent at families' own risk).

Other Technology / Electronic Devices

Pupils are required to leave these items at home. This ensures that pupil belongings can be kept safe, without worry of them being damaged and also removes the temptation for their misuse in school. (Also, see above for insurance comments).

Enjoyment of Internet

We wish to develop a shared understanding of the benefits of the Internet and teach our learners and support our families to use the Internet safely and for positive outcomes. Pupils will experience many wide and varied opportunities to

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explore a range of technology as part of our school curriculum. Our goal is to encourage respectful and safe use of technology at all levels.

Consequences

Carstairs Primary School operates a staged intervention policy of consequences within school, as required. Pupils understand that they should do as they are asked and that consequences will be actioned when they choose not to. Children should follow the school charters by respecting others' rights and doing as they have been asked. The children know that they have been asked not to use mobile phones and/or other electronic devices in school or the playground. Use of these items goes against our procedures and as such would be reported to the HT/PT. Children would receive a fast tracked consequence as this is a whole school issue and parents would be contacted.

Photograph and Film Functions

Filming of pupils or staff without their consent is totally unacceptable. Permission to take photographs or film children is sought by the school throughout the year as we cannot contravene guidelines on this issue. Using mobile phones and/or other devices to photograph/film children or staff without their knowledge or parental permission opens up a far more serious aspect to the use of technology. Consequently this will be dealt with as an even more serious issue. Phones / other electronic devices will be confiscated by the HT/PT and parents contacted. Fast tracked consequences will be issued in such cases. Where film or images have been used to incite bullying or cause extreme embarrassment matters may well be referred to Education Resources or other appropriate agencies.

Curriculum for Excellence - Health and Wellbeing

As part of the experiences and outcomes outlined in Curriculum for Excellence we aim to raise awareness amongst pupils of the need to remain safe while using new technology whether that is mobile phones or internet. Cyber bullying issues will be included and discussed. It is important for children to realise that messages sent to them that cause them upset should not be deleted but are important sources of evidence.

Use of Internet to Share School Information

Our school is very proud of our recently established website. We see this as a positive way to share information on the life and work of the school.

Photographs - School News and Publicity

It is our policy that pupil photographs are only ever placed on our website when written parental permission has been gained. Our policy is to ensure that no pupil name ever corresponds with a photograph.

Annually, we seek permission for pupils to have their photograph taken for publicity purposes. Parents may give or refuse permission for their child to appear in local newspaper articles and upon the school website. Giving

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permission to appear in the local press also includes the website of the local press. Our sharing of pupil images is completely guided by parental choice.

From time to time throughout the school year, pupil learning experiences may lend themselves to further promotional opportunities, for example, participating in video recordings of their class/school productions. In these instances, a separate permission form will be completed. Only children with this separate permission may feature.

Photographs - Parental Use

We understand that throughout the school year, parents may like to take photographs of their children at special events (for example, Christmas performance) and where possible, we would like to be able to provide parents with short opportunities to take photographs of their individual children.

We will never ask at any point in the school year, for permission from parents to take photographs of other peoples' children for general use / personal records. We cannot control what parents and families will then go on to do with the photographs. For this reason, we explain that we do not have permission for all of our children to feature as part of just any social media site and request that parents only take photographs of their own children. To this end, parents are then free to share their photographs in a way that is agreeable to them.

School Twitter Account

Our school has set up a Twitter Account. The primary purpose of this is to share information about the life and learning of the school. The set up of the school's Twitter Account has taken full cognisance of the requirements of our SLC Social Media guidance.

No child's name will ever be included in any school Tweets. Pictures will only be included of children who have written parental permission. No child's name will ever be included in any school Tweets. Pictures will only be included of children who have written parental permission. Following consultation with our Pupil Council, a school Twitter account will always be set to ensure that 'retweets' are **not** permitted and all parents will be made aware of this setting.

Account settings selected will mean that parents will require to request to follow the school. Parents will also be made aware that the school will not follow their personal accounts. The purpose of the account is to share, rather than receive information. There will be no option to tag or mention the school in other peoples' Tweets, settings selected will disallow this.

The account will only be accessible by the Head Teacher and the Principal Teacher. The Head Teacher will be responsible for the moderation of the site, with Principal Teacher deputising to moderate in the event of the Head Teacher's absence.

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Pupil photographs will only be used from time to time and will only ever be uploaded from the school's cameras and computers.

No pupil will be allowed follow the school as a Twitter user. An age of 13 is required to being a Twitter Account, meaning none of our pupils are old enough. No specific names or times will ever be mentioned in school Tweets.

The school reserves the right to block and deny access to the site, should any concerns exist. Parents choosing to become involved with the site should understand that the site is about receiving general information and behave accordingly.

The school reserves the right to completely deactivate and disable the site at any time. The same terms and conditions that apply to our school website also apply to our Twitter account.

School Website Terms and Conditions

Please read the terms and conditions carefully before you use the site. By using our site, you indicate that you accept these terms of use and that you agree to abide by them. If you do not agree to these terms of use, please refrain from using our site. The use of this website is subject to the following terms of use:

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We may revise these terms of use at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we made, as they are binding on you. Some of the provisions contained in these terms of use may also be superseded by provisions or notices published elsewhere.

Our school website and Twitter account will be kept under regular review and scrutiny.

Summary of Carstairs Primary's position

Mobile Phones and Electronic Devices

- Mobile phones must be switched off and handed in to the school office to be collected at the end of the day.
- No phones or electronic devices are to be used in school or the playground.
- All children are aware of the school's position on this and have been asked to abide by it.
- Use of such technology therefore contradicts this Position Statement and as such will receive an automatic fast track consequence.
- Use of mobile phones or other electronic devices to photograph or film within the school is viewed as an even more serious incident. In such cases devices will be confiscated and parents contacted. Fast tracked consequences will be issued for this and logged in the behaviour tracking folder maintained in the Head Teacher's office.
- Where the Head Teacher considers that phones or other electronic devices have been used in circumstances that warrant even greater

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concern Education Resources in SLC Headquarters will be contacted and advice sought on the legal implications.

School Information Sharing and Publicity Online

- The school expects that persons choosing to use our sites (website and Twitter) will behave in a respectful and responsible manner.
- The school will **only** allow photographs of children to be included where **specific** permission has been given.
- Permissions will be reviewed annually.

After full consultation and agreement, this Position Statement will be reviewed biennially.

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