

(Policy EN01c.7) Acceptable Use of Mobile Phones & Smart Technology Policy, including taking and storing images of students and staff

Legal Status:

Teaching Online Safety in School: DfE 2023

Cyberbullying: Advice of Headmaster and School Staff: DfE, 2023

Department for Education's published guidance on the use of mobile phones and UK law governing the use of mobile phones while driving.

Applies to: This policy applies to all individuals who are to have access to and or be users of personal and/ or work-related mobile phones within the broadest context of the setting environment. This will include our students, parents/carers, volunteers, visitors, contractors and community users. This list is not to be considered exhaustive.

Related documents:

- Safeguarding & Child Protection Policy
- Behaviour Management Policy
- Anti-Bullying Policy
- Online Safety Policy

Availability:

This policy is made available to parents/carers, staff and students in via the School website, and on request a copy may be obtained from the Office.

Monitoring and Review: This document will be subject to continuous monitoring, refinement and audit by the Headmaster. This document was reviewed and agreed by the Governing Body in January 2023 and if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require, prior to September 2023, the policy will be reviewed accordingly.

Signed:

Reviewed: September 2024

Next Review: September 2025

Mr T Okano
Headmaster

Mr J Sugiyama
Chair of Governors

Introduction: Whilst we welcome the use of mobile phones and cameras for educational purposes and the convenience they offer and recognise that learning to use digital technology is an important part of the ICT and wider curriculum, equally we have to ensure the safeguarding needs of the students are met and staff, parents/carers and volunteers are not distracted from their care of students. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication will often provide security and reassurance; however, as with any other form of technology there are associated risks. Students and young people must be encouraged to understand such risks, to enable them to develop the appropriate strategies which will keep them safe. Acceptable use and management of mobile phones is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses set out within the policy.

Aims: The aim of this Policy is to protect all users from harm, by ensuring the appropriate management and use of mobile phones by all individuals who work or visit our school, including students themselves. Students and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use. This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection.

Scope: The Mobile Phone Policy will apply to all individuals who are to have access to and or be users of personal and/ or work-related mobile phones within the broadest context of the setting environment. This will include students and young people, parents and carers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

Policy statement: It is to be recognised that it is the enhanced functions of many mobile devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and cyberbullying. It must be understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to students and young people, so the needs and vulnerabilities of all must be respected and protected.

Mobile phones will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others. It will often be very difficult to detect when mobile phones are present or being used. The use of all mobile phones needs to be effectively managed to ensure the potential for misuse is to be minimised.

Code of conduct: A code of conduct is to be promoted with the aim of creating an informed workforce, who will work together to safeguard and promote positive outcomes for the students and young people in their care. It is to be ensured that all teachers and staff will:

- Be aware of the need to protect students from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviours.
- Be aware of the importance of reporting concerns immediately.

It is to be recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones within the school. This is to be agreed by all service users, including all students, young people and adults who are to come into contact with the school setting.

Guidance on Use of Mobile Phones by Teaching Staff: The following points apply to all staff and volunteers at our school and apply to the use of all mobile devices to ensure the quality of supervision and care of the students, as well as the safeguarding of students, staff, parents and volunteers in the school.

Rikkyo School allows staff to bring in mobile phones for their own personal use. However, they must be kept away in closed drawers or their bags when teaching, and are not allowed to be used in the presence of students. They may be used during working hours in a designated break away from the students. Staff are not permitted to use recording equipment on their personal devices to take photos or videos of students. If staff fail to follow this guidance, disciplinary action may be taken in accordance to Rikkyo School Disciplinary Policy. During outings, nominated staff will be permitted to have access to their own mobile phones, which are to be used for emergency contact only. During off-campus activities, i.e. field trips and overnight excursions, trip leaders will be provided with a school-issued mobile phone in good working condition. School-issued mobile phones must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the students must be left at Reception and a list of contact telephone numbers for all students should be with the leader of the off-site activity (although these must be kept confidential).

If staff need to make an emergency call, (such as summoning medical help or reporting an intruder on the premises) they must do so irrespective of where they are, via their own mobile phone or a school phone. Staff should provide the school number to members of the family and next of kin so in an emergency the member of staff can be contacted on the school phone. Staff must ensure that there is no inappropriate or illegal content on their phones or mobile devices. Should any member of staff become aware of inappropriate use of a mobile phone, this should be reported to a member of the SLT, and may be subject to disciplinary action.

All teachers are responsible for the storage of school mobile devices, which should be locked away securely when not in use. Images taken and stored on school devices should be uploaded to the school's secure network and deleted from the device when no longer required. Staff are not to use their own equipment to take photos of students. Under no circumstances must devices of any kind be taken into the student toilets (this includes any device with photographic or video capabilities).

Guidance on staff use of social media: Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the School's reputation. (We advise all our staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and students; this could involve removing their last name from their page). We explain to staff that although they are able to accept friendship requests from friends, who may also be parents of students at the school, staff must be aware of the potential issues this could cause. Staff must not post anything onto social networking sites that would offend any other member of staff or parent. If any of the above points are found to have occurred, then the member of staff involved will face disciplinary action, which could result in dismissal. Where email contact is initiated by students who have left Rikkyo School, employees may reply from a school email address only with blind copies to line managers and the DSL. Staff must not accept friendship requests from students on roll and we advise staff not to accept requests from former students.

The School has the right to confiscate and search any mobile electronic device (personal or school-issued) if it suspects that a student or staff member is in danger or has misused a device. This will be done in accordance with the School's policy on searching and confiscation as set out in the Behaviour and Discipline Policy.

Unacceptable Uses: students are not permitted mobile phones unless they have been given parental permission when they are in Year 6. In order to protect one's privacy and respect to others, unless express permission is granted, mobile phones, laptops and mobile devices should not be used to make calls, send messages, use the Internet, take photos or use any other application during school lessons, other educational activities such as assemblies, or in Rikkyo School Dining Halls.

- Using mobile devices to intimidate, bully, harass, threaten, attempt to radicalise others or breach copyright laws is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. (Please refer to our Anti-bullying Policy)
- Mobile phones are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Disruption to lessons caused by a mobile phone or any mobile device may lead to disciplinary consequences.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone may face disciplinary action.
- Safeguarding, privacy and respect are paramount at Rikkyo School. To this end, it is prohibited to take a picture of or record a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images and may be requested to turn over the device to the Headmaster and/or the Designated Safeguarding Lead.
- For safety reasons, headphones/earphones should not be used whilst moving around campus during the school day, whilst waiting for or during lessons and assemblies, or in Rikkyo School dining halls
- Students are reminded that 'sexting' (sending or posting images or videos of a sexual or indecent nature) is strictly prohibited by the school and may constitute a criminal offence. Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The school will treat incidences of sexting (both sending and receiving) as a safeguarding issue and students concerned about images that they have received, sent or forwarded should speak to any member of staff for advice.

This may result in disconnection from the school network, confiscation of the mobile technology and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission and if in doing so, School and statutory guidelines are not breached.

Theft or damage: Mobile phones or any mobile devices that are found in the school and whose owner cannot be located should be handed to the front office reception. The school accepts no responsibility for replacing lost, stolen or damaged devices. The school accepts no responsibility for damage to or loss of mobile phones or mobile devices while travelling to and from school. **It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones or other mobile devices. Students must keep their password/pin numbers confidential.**

Inappropriate conduct: Under exam regulations, mobile phones are prohibited from all examinations. Students MUST give phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

Use of images, displays etc:

- We will only use images of our students for the following purposes:
- Internal displays (including clips of moving images and yearbooks) on digital and conventional notice boards within School premises.
- Communications with Rikkyo School community (parents, students, staff), for example newsletters and E-learning Journals.
- Marketing Rikkyo School, both digitally by website, by prospectus [which includes a DVD and YouTube channel], by displays at educational fairs and other marketing functions [both inside the UK and overseas] and by other means.

Storage and Review of Images: Images of students should be stored securely on the school network. Digital photographs and videos are reviewed annually and are deleted when no longer required. We regularly check and update our web site, with expired material deleted.

Rikkyo School's Website and Social Media Pages: Photographs and videos may only be uploaded to the school's website or social media accounts with the Headmaster or Bursar's approval. Student's surnames are never used on our website or social media pages.

Images that we Use in Displays and on Our Website: The images that we use for displays and communications purposes never identify an individual student. Instead, they name the event, the term and year that the photograph was taken (for example, 'Sports Day, Summer Term 2019'). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc. in their proper context. We never use any image that might embarrass or humiliate a student. Students are always properly supervised when professional photographers visit Rikkyo School. Parents are given the opportunity to purchase copies of these photographs. The students take part in various events throughout the year, such as assemblies, sporting events, drama and musical productions, field trips, the international festival, etc. Should any parents be present they often take photographs of these memorable events, which may include groups of students. If a child takes part in the events, the parents are consenting to their child possibly being photographed or included in a group photograph by other parents.

External Photographers: Professional photographs are taken throughout the year at school shows, by local media and Professional School Portraits. The Headmaster ensures that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of students from inappropriate use of images.

Media coverage: We will always aim to notify parents in advance when we expect the press to attend an event in which our students are participating and we will make every effort to ensure that images including students whose parents or guardians have refused permission for such images of their students to be used are not used. We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the students of celebrities.

Staff Induction: All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of students.

Appropriate use of a Mobile Phone During the school Day (Including Social Networking): Mobile phones have a place on outings or in school buildings, which do not have access to a school landline. In these cases, they are often the only means of contact available and can be helpful in ensuring students are kept safe. Ideally staff should use school mobile phones in these circumstances but, if required to use a personal phone, should alter their privacy settings to block their number.

By arrangement with SMT, a member of staff's mobile phone may be designated as the means of communication for specific activities. The leader of the trip should ensure all participants (including parents, volunteers and partners) in the activity are aware of this Mobile Phone and Camera Policy.

When leaving the school building with students (e.g. for sport, or on school trips), the mobile phones of all members of staff must be switched on and turned to loud to ensure that staff can be contacted by the school. Contact numbers for all members of staff accompanying the students must be left at Reception and a list of contact telephone numbers for all students should be with the leader

of the off-site activity (although these must be kept confidential). Group leaders will also be provided with a school-issued mobile phone.

Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the organisation's reputation. (We advise all our staff to carefully restrict their social media profiles to ensure they cannot be contacted by parents and students; this could involve removing their last name from their page). We explain to staff that although they are able to accept friendship requests from friends who may also be parents of students at the school, staff must be aware of the potential issues this could cause. Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting. If any of the above points are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal. We also advise faculty and staff not to accept friend requests from students until graduates have been out of school for three years.

Guidance on Use of Mobile Devices by Students (3G, 4G and 5G access): The School recognises that by using devices which have access to 3G, 4G and 5G mobile phone networks, this can result in children having unlimited and unrestricted access to the internet, which could lead to some children, whilst at school, sexually harassing their peers via their mobile and smart technology, sharing indecent images: consensually and non-consensually (often via large chat groups), and viewing and sharing pornography and other harmful content. The school takes precautions to ensure that students limit access to their personal mobile devices in boarding, and reserves the right to confiscate and monitor personal devices when deemed necessary for safeguarding concerns. Parent's sign a "Mobile Device Parent/Guardian Permission" form to confirm that parental controls are set up on my child's devices with the correct age appropriate content filters.

In the boarding houses, mobile phones are permitted during free time, although their use is prohibited after lights out. Mobile devices must not be used to directly take photographs, video or sound clips of any person who is unaware of the action and who has not given their permission. Students and staff are informed about the statutory framework regarding the sharing and publishing of photographs and videos, regardless of the media chosen. Staff must adhere to the Safeguarding Children-Child Protection Policy and Staff Behaviour Policy (Code of Conduct).

Any use of mobile technology to intimidate, bully, harass, threaten or attempt to radicalise others or breach copyright laws will be counted as an infringement of network use and breach of discipline and will be dealt with in accordance with the school's Behaviour and Discipline Policies. This may result in disconnection from the network, confiscation of the mobile technology and/or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission and if in doing so, school and statutory guidelines are not breached.

Students are reminded that sharing nudes/semi-nudes (sending or posting images or videos of a sexual or indecent nature) is strictly prohibited by the school and may constitute a criminal offence. The school will treat incidences of sharing nudes/semi-nudes (both sending and receiving) as a safeguarding issue and students concerned about images that they have received, sent or forwarded should speak to any member of staff for advice.

Parents/Visitors and Volunteers use of mobile phones/cameras within the school buildings (Including Photographing Students): Parents must ensure mobile phones/cameras are not on display (switched off or silent mode) while in the presence of students or in public areas of the school such as during meetings and school events. If staff observe that parents are using their mobile phones whilst in school, we will politely remind visitors as to why we do not permit the use of mobile phones in and around the school. The exception to this would be at an organised event. Staff should remind parents regularly of school policy with regard to mobile phone use with the following statement on weekly emails, when announcing events: "You are welcome to photograph your child at this event providing the images are for personal use only (e.g. a family album) and so are exempt from data protection Laws. Please be aware these images (which may include other students) must not be shared on social networking sites or other web-based forums since we regard this as 'making the image public'. Sharing images, or uploading them into a 'public space', is likely to be in breach of data protection." If they wish to make or take an emergency call, they may use the office and the school phone.

The school records images of students, both through moving pictures and stills, for assessment and reporting of progress, as well as celebration of their activities. It goes to some lengths to photograph events and performances, which are available on request (or through purchasing), particularly to avoid distraction of students while performing and disturbance within the audience. Parents are welcome to take photographs of their own students taking part in sporting and outdoor events. When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and recording devices with consideration and

Rikkyo School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

courtesy for the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events. Parents are also reminded that copyright issues may prevent us from permitting the filming or recording of some plays and concerts. We always print a reminder in the programme of events where issues of copyright apply. Additionally, the school records images of students, both through moving pictures and stills, for assessment and reporting of progress, as well as celebration of their activities. It goes to some lengths to photograph professionally events and performances, which are available on request (or through purchasing), particularly to avoid distraction of students while performing and disturbance within the audience.

When students join Rikkyo School, we ask parents to sign consent for photographs and videos to be taken for such purposes. If consent is withheld, this must be made clear when the consent form is returned to school so that photographs/videos are not published of the individual child concerned. The students take part in various events throughout the year, such as assemblies, sporting events, drama and musical productions, field trips, Vaisakhi celebrations, etc. Parents are welcome to take photographs of these memorable events, which may include groups of students. If a child takes part in the events, the parents are consenting to their child possibly being photographed or included in a group photograph by other parents. Wherever possible, parents who take photographs of groups of children who are in the care of the school should gain consent first, ensuring that once any photographs are taken, they are stored safely and not posted to social media. The school recognises that it cannot police parents taking photographs of students who are outside school grounds and not in the school's care, however posting such pictures online may be in breach of data protection laws without consent of all people within the photograph.

Other mobile technology: Where a student is found to be misusing a school or personal device, or accessing inappropriate content, the device may be confiscated by the school and appropriate action taken. When accessing the school WiFi, staff and students must adhere to their ICT Acceptable Use Policy. Staff, students, volunteers and parents are responsible for their own mobile devices and the school is not responsible for theft, loss, or damage.

Driving and the Law: The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop. Hand-held mobile phones used with an earphone and microphone are covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen. Mobile phones must instead be directed to the message/voicemail service while driving. The Headmaster will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary. Notification of any contravention of these requirements may be regarded as a disciplinary matter.