



Early years

Mobile Phones and Devices Policy



SPAIN
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1 Introduction

- 1.1 We recognize that having a personal mobile phone at work may be useful in emergencies, and that an individual may have other technological devices on their person or among their personal belongings. The protection of students in school, and particularly in early childhood education, is paramount, and it is recognized that personal mobile phones, cameras, and technological devices can potentially be misused. Therefore, at the **Children's** This policy has been implemented.

2 Code of Conduct

- 2.1 Cognita's Code of Conduct for Staff states: "Cognita does not permit staff to use mobile phones and personal cameras in the presence of minors."

3 Use of personal devices by staff and volunteers

- 3.1 The school only allows the use of personal cell phones during break periods and only in a secure space such as the staff room, offices, or tutoring rooms.
- 3.2 Mobile phones, cameras and technological devices are kept in individual lockers or in the staff room. The use of mobile phones in the presence of students is not permitted.
- 3.3 All staff members have a device provided by the school. They may use their own mobile phones in the staff room during breaks and when not with minors.
- 3.4 Misuse of a personal phone may be a minor cause for concern, after which a conversation will be held initially. If this situation persists, further disciplinary action will be taken.
- 3.5 In an emergency, staff members can use the main phone number of the school or use a personal telephone as long as this use is justified.
- 3.6 The school provides a mobile phone to EV leaders. In an emergency situation where they must use their personal phone, they will record this through a self-report.
- 3.7 Following our child welfare and protection policy, when it is suspected that the contents of a mobile phone, camera or other technological device may be unsuitable and constitute evidence in relation to a crime the school's Welfare and Protection Coordinator must be informed immediately.

4 Use of mobile phones, cameras and personal technological devices by other people (This section may include, but is not limited to, children, families, visitors, and contractors)

- 4.1 When a person enters the school they are registered and informed of the prohibition of using mobile phones, cameras and technological devices at school. There are informative signs in specific areas of the school.
- 4.2 In exceptional circumstances and under the supervision of a staff member, families may use their personal telephone for emergency matters.
- 4.3 The visitors must always ask for permission to use their own mobile phones where children are present.
- 4.4 Visitors are informed upon arrival of the prohibition of taking photos of minors without permission.

- 4.5 The policy is communicated through communications, posters, and reminders at meetings.
- 4.6 The school has signals warning on the ban of using mobile phones and cameras in designated areas of the premises.
- 4.7 The school informs families invited to an event that they may photograph and record images as long as they are captured exclusively for their personal and domestic use.
If the images captured by family members are disseminated outside the private, family, and friendship spheres, for example by posting them on the openly accessible internet, family members will assume responsibility for such communication.
- 4.8 Families and caregivers may, with permission and supervision from the center's staff, photograph their own children at school events
- 4.9 The school asks families to keep the photographs taken on their personal devices for personal use, reminding them of their responsibility in the processing and dissemination of images.
- 4.10 Suspecting that the contents of a mobile phone, camera or other technological device may be unsuitable and constitute evidence in connection with a crimeThe school will apply the protection procedures explained in the Child Protection and Safeguarding Policy.
- 4.11 All processes related to the handling of inappropriate material are clearly outlined in the school's Child Protection and Safeguarding Policy and are reviewed regularly to ensure compliance.
- 4.12 The school displays informational signs regarding cell phone use and informs visitors of restrictions on such use.

5 Use of mobile phones, cameras and technological devices at school

- 5.1 The school provides technological devices to ensure that only the school's own cameras and technological devices are used to obtain appropriate and relevant images of children.
- 5.2 The images are used in accordance with data protection regulations, namely the General Data Protection Regulation 2016 and with the authorization of families for such use by the school.
- 5.3 The school recommends that cameras and technological devices are only used when at least a second member of staff is present.
- 5.4 In the Protection and Safeguarding Policy it is clearly stipulated that never should photograph injuries of a child/a.
- 5.5 The Protection and Safeguarding Policy The school stipulates that staff must use the concern reporting form and the body map for record observations/physical relating to possible child protection issues
- 5.6 The school's code of conduct stipulates, in its "Use of Image" section, guidelines for the proper and professional use of the technological devices provided by the school.

- 5.7 If there is any suspicion that the content on a mobile phone, camera, or other technological device may be inappropriate, the process outlined in the Safeguarding Policy will be followed, including advice from local law enforcement.

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