

Launch2Learning Use of Mobile Phones and IT Policy

Staff and IT/Mobile Phones

Staff are requested NOT to use or have mobile phones out in the Centre in accordance with OFSTED requirements.

Staff may use mobile phones in emergencies, such as evacuation.

Policy Points

1. I Pads are available in both centres for recording children's work. Please photograph the work with no names or pictures of the student.
2. We may photograph students from time to time for marketing purposes but these photographs will be done by a member of the Admin team having got a signed photographic consent form from the Parent/Guardian.
3. Staff are asked not to use Social Media or answer messages or alerts on site in accordance with OFSTED Regulations.
4. Please be mindful of your Facebook/Social Media presence and conduct yourselves in an appropriate manner on any sites that are open to the public e.g. Facebook Groups, Community Groups, Twitter Accounts, Instagram.
5. Please ensure that your privacy settings are on highest security and that you are selective with accepting friend requests especially if parents or students ask you to accept them as friends/followers online.

Students and Mobile Phones

Evening Provision students should NOT be using Mobile Phones in the centre.

If they challenge you please leave it for that session but let Maria Wykes know the next day and she will contact the Parents.

Daytime provision students often need their Mobile Phones as reassurance.

Please discuss phone use with them and come to an agreement that phones should be used:

- Under supervision.
- To promote learning.
- Respecting others privacy.