



Use of Mobile Devices Policy for Staff, Governors, Volunteers and Visitors

Implementation Date: January 2016
Date / Term of last review: Michaelmas Term 2025

This policy applies to the whole school including those in the EYFS.

This policy also includes the following Oakwood policies within its Appendices:

- Appendix A: Bring your own device
- Appendix B: Taking, Storing and Using Images of Children Policy
- Appendix C: Photographic consent form
- Appendix D: Sports Staff Mobile Devices (eg. mobile phone) consent form

This policy should be read in consultation with the following:

- Child Protection & Safeguarding Policy
- Anti-Bullying Policy
- Online Safety Policy & IT Acceptable Use Policy

Author:	Lucy Strong, Operations Manager Chrisse Zoltowski, DSL
Approval:	Clare Bradbury, Headteacher
Next Review Date:	Michaelmas Term 2026

For office use only.

Website	Required	✓
Internal Staff purposes only		

1. **Aims and objectives**

- 1.1. We aim to provide an environment in which children and staff are safe from images being recorded and inappropriately used. We endeavour to have a clear understanding on the acceptable use of all mobile devices and cameras on mobile phones which is understood and adhered to by all parties concerned without exception.
- 1.2. Mobile Technology is an accepted part of modern life and as such should be a part of school life. It offers a valuable resource for use in the classroom and has numerous educational opportunities from photographing notes for use later, to browsing the Internet. As with all technology it can present risks if used inappropriately. Oakwood School embraces technology, but within the safety of an agreed usage policy and some simple boundaries.
- 1.3. Throughout this policy, the word *device* is used to describe any smartphone, tablet computers, laptops, MP3 players, wearable technology or other device capable of communicating with either the Internet and/or mobile telephone networks and/or taking video/photographs/sound recordings. Well-known examples of these that are likely to be owned by staff, governors, volunteers and visitors include iPhones, iPads and laptop computers.
- 1.4. This policy covers the use of and liability for all devices within the School and School grounds. The use of such devices on school grounds is at the discretion of the school. Staff and visitors to the school can be granted the right to use their mobile devices provided they adhere to the policy herewith.
- 1.5. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School. We will investigate the theft, not the loss. If a device is stolen or damaged while on School premises, it is to be reported to the Operations Manager immediately, in order that the incident can be logged. Staff must take all reasonable steps to protect their own property.

2. **Staff Guidelines for bringing a mobile device onto School Premises**

- 2.1. Oakwood allows staff to bring in mobile devices. Staff are permitted to use their personal mobile devices in staff designated areas of the school only, for example this may include making personal phone calls in break times. Personal mobile devices must not be used in the classroom or around children at any time (unless in an emergency situation and/or on a school trip, for example as detailed below). Mobile devices are strictly not permitted in EYFS.
- 2.2. All personal devices must be kept securely, away from pupils, and devices should always be locked with a secure passcode or biometric data.
- 2.3. Personal mobiles must not contain any inappropriate or illegal content. This is to ensure the safeguarding of children and also to protect adults from putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.
- 2.4. Depending upon the circumstances the use of a personal mobile device around pupils may be permitted with the agreement of the Headteacher or Designated Safeguarding Lead (DSL). Examples may include during a school trip for means of emergency communication or if staff are a member of the Sports Department (refer to Section 3). It is made clear to staff that in normal circumstances any mobile device should remain in their bags unless an emergency should occur.
- 2.5. During the induction process for all staff members, volunteers and visitors, it is explained that the use of personal mobile phones is limited and they must never be used during lesson times or in the classroom environment. Under no circumstances should Oakwood staff take photographs/videos or audio recordings on their personal mobile phones of children in the

setting. This is of particular importance in EYFS and therefore includes our EYFS holiday camp provision at Camp Little Oaks.

- 2.6. All staff wishing to use their own mobile device in school must sign a *Bring Your Own Device statement*. See Appendix A for further information.
- 2.7. Designated 'Oakwood' devices (including those with cameras, such as iPads), which have been appropriately set up and are managed by the school's IT Network Manager, can be used to take images and recordings. Oakwood iPads should be used to photograph or record at school events. All Oakwood devices are set up with a pin passcode or face id.
- 2.8. Any photographs of children taken on school trips or residentials using personal or school devices, should be uploaded to the schools Google shared drive 'photos' folder and immediately deleted from the mobile device.
- 2.9. The use of cameras on **any** mobile device is not permitted in washing and changing areas under **any** circumstances. Please refer to Appendix B: *Taking and Storing Images of Children* policy.
- 2.10. It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead DSL (Mrs Chrissie Zoltowski) and the DDSL (Miss, Gemma Halford). All concerns will be taken seriously, logged and investigated appropriately.
- 2.11. The Headteacher or the DSL reserve the right to check the image contents of a member of staff mobile phone should there be any cause for concern over the use of it.
- 2.12. Should inappropriate material be found on the mobile then the police will be contacted immediately. We will then follow the guidance of the police.
- 2.13. The IT Network Manager takes all reasonable precautions to limit the use of unauthorised access to school mobile devices. Devices are pre-set to auto-lock if inactive for a period of time and all devices must have a passcode to access the apps.
- 2.14. The school reserves the right to remotely wipe a device in the event of loss or theft. Staff must never attempt to bypass any security controls in school systems or others' own devices.
- 2.15. Staff should refer to the school's Online Safety Policy and acceptable use procedures.
- 2.16. Staff will be permitted to access specific school systems via their mobile devices when off site. These include:
 - School email system
 - School internet
 - Google drive
- 2.17. Staff may use the systems listed above to view school information via their personal mobile devices, including information about pupils. Staff must not store the information on their devices, or on cloud servers linked to their mobile devices. In some cases, it may be necessary for staff to download school information to their mobile devices in order to view it (for example, to view an email attachment). Staff must delete this information from their devices as soon as they have finished viewing it.

3. Sports Department and use of personal mobile devices (phones)

- 3.1. Special consideration is given to teachers working in Oakwood's school sports department to use their mobile devices (phones) on school match days. Sports Department staff are given permission, after signing the Sports Department Phone Use Agreement, to use their personal mobile devices (phones) for the apps listed below. A copy of the Sports Staff Mobile Devices (Phone) consent form can be found in Appendix D.
- 3.2. It has been agreed that Sports staff can use specific apps as detailed below on match days only. Sports staff are reminded that they are **not** to use their phones in the changing rooms. Staff are encouraged to use school mobile devices when taking photos of children; however, it is accepted that staff may use their phones on fixtures for this purpose. Staff are made aware that all photos must be uploaded onto the school google drive upon their return and immediately removed from their personal device.
- 3.3. Gap students or University placement students are not permitted to use their personal mobile devices. Gap students or University placement students should liaise with a qualified teaching member of staff if internet access or access to apps are required.
- 3.4. Use of mobile phones by Sports Department staff is limited to specific activities such as:
- completing minibus safety checks;
 - recording of scores during cricket matches;
 - timing and stopwatch functions;
 - taking team photographs;
 - google maps when driving to fixtures (in adherence with relevant driving legislation);
 - IAPS quick and easy communication and for the safety of pupils during sports activities, matches and events.
- 3.5. Sports staff have an agreement with the Headteacher and Head of Digital Development to use the following applications on their personal mobile devices

Application	Usage Description
SmartSafe	To complete minibus vehicle safety checks
SOCS	To view and update pupils' registers, score sheets and up-to-date team news.
mx cricket	To score and record cricket results. (using first name & initial surname only)
OnUrMarks	As a stopwatch and timing application - used in athletics lessons or similar time-based activities.
Google Maps	For use on away fixtures. Drivers are responsible for ensuring safety guidelines are up-held whilst driving. Phone use is not permissible as per the highway code.
Google Drive	Sports Staff are to upload fixture photos taken on a mobile device directly to the Oakwood Google Drive at the earliest opportunity. Any photos taken on a mobile device must be deleted upon completion.
IAPSPORT	IAPS Sports app providing up to date information of regional events.

- 3.6. The Head of Sport uses the Oakwood Sport social media platform (Instagram) for uploading or sharing photos of Oakwood pupils during sport lessons and fixtures. All other staff are **not** permitted to use social media platforms for uploading or sharing photos of children during matches. All photos uploaded to Oakwood's social media channels are managed through the Marketing Manager.
- 3.7. Photo or video footage recorded on personal devices (phones) during matches, should be emailed or uploaded on to the school's network google drive for the Marketing Manager to post on the Oakwood social media channels. Such images and recordings on personal devices (phones) should then be removed immediately once uploaded.

4. Parent and Visitor Guidelines

- 4.1. Parents and carers may take photographs, videos or audio recordings of their children at school events for their own personal use. We ask parents not to share images of any Oakwood child other than their own, particularly on social media platforms.
- 4.2. Other authorised visitors, if appropriate, may use their own mobile devices to make photographs, video, or audio recordings in school. As such authorised visitors must confirm with the school all necessary permission for individual pupils and/or groups of pupils to be photographed. This includes people who might be identifiable in the background.
- 4.3. To respect everyone's privacy and in some cases protection, photographs, video, or audio recordings should not be published on blogs, social networking sites or in any other way without the permission of the people identifiable in them. Parents or carers should avoid commenting on activities involving pupils other than their own in photographs, video, or audio, and other visitors and staff should comment.
- 4.4. Mobile devices must not be used to record people at times when they do not expect to be recorded. Mobile devices must not be used that would enable a third party acting remotely to take photographs, video, or audio recordings in school.
- 4.5. The school provides a wireless network that staff and authorised visitors (not parents) to the school may use to connect their mobile devices to the internet. Access to the wireless network is at the discretion of the school, and the school may withdraw access from anyone it considers is using the network inappropriately.

5. Security of Technical Infrastructure and Data Transfer

- 5.1. The school is permitted to use technology that detects and monitors the use of mobile devices and other electronic or communication devices which are connected to or logged on to our wireless network or IT systems.
- 5.2. By using a mobile device on the school's IT network, staff and visitors to the school agree to such detection and monitoring. The school's use of such technology is for the purpose of ensuring the security of its IT systems, tracking school information.
- 5.3. All mobile devices at Oakwood School will access the internet and local area network via the school wireless network. Access via the school network is filtered, monitored and logged.
- 5.4. All school mobile devices, such as iPads are logged on to the school network and are therefore subject to monitoring filters provided by Smoothwall.
- 5.5. The information that the school may monitor includes (but is not limited to), the addresses of websites visited, the timing and duration of visits to websites, information entered into online forms

(including passwords), information uploaded to or downloaded from websites and school IT systems, the content of emails sent via the network, and peer-to-peer traffic transmitted via the network.

- 5.6. The school is not to be held responsible for the content of any Apps or updates that may be downloaded onto the user's own device whilst using the school's wireless network. This activity is taken at the owner's own risk and is discouraged by the school. The school will have no liability for any consequential loss of data or damage to the owner's device.
- 5.7. Users of devices are reminded that it is their responsibility to ensure they have the appropriate anti-virus software and security settings on their device and that these are up-to-date.

6. Monitoring and Enforcement of User-Owned Devices

- 6.1. Oakwood School reserves the right to monitor the usage of devices logged onto the school network and to withdraw permission to access the school network for individuals or groups at any time.
- 6.2. The school also reserves the right to access staff-owned devices should there be a serious breach of this policy.

7. Compliance, Sanctions and Disciplinary Matters

- 7.1. Non-compliance of this policy exposes both staff and the school to risks. If a breach of this policy occurs the school will respond immediately following the processes and procedures outlined in the Staff Code of Conduct and Staff Handbooks.
- 7.2. If steps are not taken by the individual to rectify the situation and adhere to the policy, then the mobile device in question may be confiscated and/or permission to use the device on school premises will be temporarily withdrawn.
- 7.3. For persistent breach of this policy, the school will respond immediately following the processes and procedures outlined in the Staff Code of Conduct and Staff Handbooks, and permanently withdraw permission to use user-owned devices in school.

8. Incidents and Response

- 8.1. The school takes any security incident involving a staff member's personal device very seriously and will always investigate a reported incident. Loss or theft of the mobile device should be reported to the IT Network manager / SLT in the first instance. Data protection incidents should be reported immediately to the school's SLT and IT Network Manager.

Appendix A:



**BRING YOUR OWN DEVICE:
OAKWOOD PERMISSION FORM – STAFF, GOVERNOR, VISITOR & VOLUNTEER**

Name	
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Any member of staff/governor/volunteer and visitor who wishes to use a mobile device by connecting to the school network within Oakwood School, they must read and sign this agreement and return it to the Designated Safeguarding Lead.

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|----|---|
| 1. | The staff member, governor, volunteer or visitor takes full responsibility for their device and ensures its safe storage and use at all times. Such devices should be locked away when not in use. The school is not responsible for the security of the device. |
| 2. | The staff member, governor, volunteer or visitor is responsible for the proper care of the personal device, including its maintenance, repair, replacement or any modifications needed to use the device at school. |
| 3. | The school reserves the right to inspect a staff member/volunteer’s personal device if there is reason to believe that he/she has violated school policies, procedures, school rules or has engaged in other misconduct while using the personal device. |
| 4. | The staff member, governor, volunteer or visitor must comply with a SLT request to shut down the computer or close the screen. |
| 5. | The staff member, governor, volunteer or visitor may not use the devices to record, transmit or post photos or videos of a person or persons on the school site. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of the Headteacher. |
| 6. | The staff member, governor, volunteer or visitor’s device will have legal versions of the operating system, software and Apps. The school will not connect a device to the school network unless these are in place. |
| 7. | The activity of each device will be logged if it is connected to the school’s internet site. The violation of any school policies, procedures or school rules involving a staff member, governor, volunteer or visitor’s personally owned device may result in the withdrawal of permission to use the device in school and/or disciplinary action. |

This Consent Form is valid for:

The duration of your time at the School	Yes/No (<i>please indicate</i>)
Some shorter time – please specify	

I have read and understood the policy and guidelines relating to bringing my own devices to school. I further understand that any violation of the above may result in the loss of device privileges as well as other disciplinary action.

(Signature of staff member / Governor / Volunteer / Visitor)

Date

Print Name

Appendix B:



Taking, Storing and Using Images of Children Policy

This policy applies to all pupils in the school including those in the EYFS.

Implementation Date: January 2016
Date / Term of last review: Michaelmas Term 2025

This policy applies to the whole school including those in the EYFS.

This policy should be read in consultation with the following:

- Child Protection & Safeguarding Policy
- Low Level Concerns Policy
- Anti-Bullying Policy
- Online Safety Policy & IT Acceptable Use Policy

Author:	Lucy Strong, Operations Manager Chrissie Zoltowski, DSL
Approval:	Clare Bradbury, Headteacher
Next Review Date:	Michaelmas Term 2026

For office use only.

Inspection folder updated		
Website	Required	✓
Internal Staff purposes only		

1. Aims and objectives

- 1.1. At Oakwood School, we are an open and inclusive community that is very proud of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.
- 1.2. This Policy is intended to provide information to pupils and their parents, carers or guardians about how images of pupils are normally used by Oakwood School. It also covers the school's approach to the use of cameras and filming equipment at school events and on school premises by parents and pupils themselves, and the media.
- 1.3. It applies in addition to the school's terms and conditions, and any other information the school may provide about a particular use of pupil images, including e.g. signage about the use of CCTV; and more general information about the use of pupils' personal data.
- 1.4. We welcome parents to our concerts, plays and sporting events, as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photographs of trips, educational visits and expeditions in which our pupils have participated. The school's website is updated regularly and all parents are sent regular "ParentMail" messages either by email or text message in order to keep them fully abreast with the news of the schools' active community alongside receiving newsletters and the weekly "Friday Flyer".
- 1.5. From time to time, the school may be visited by the media who may take photographs or film footage at a school event. Pupils will often appear in these images which may then appear in local or national media (press and/or TV).

2. The Application of GDPR to Taking, using and storing images of children

- 2.1. Parents who accept a place for their child at Oakwood School are invited to agree to the school using anonymous photographs of their child and information relating to his or her achievements for promotional purposes which may be published in the prospectus, on the website or on our social media channels, as well as displayed within the premises, and in bulletins sent to the school community. These images will be predominantly anonymous except in specific circumstances (detailed elsewhere in this policy). The consent form that we use for this purpose is attached at Appendix B. (Full details of the school's Data Protection Policy and of its Records Keeping Policy are available on request). We comply with the guidelines from General Data Protection Regulations (GDPR) May 2018.
- 2.2. Pupils like to be photographed and to see their work displayed so we hope that parents feel able to support the school by consenting to the school using images in the ways described herewith to celebrate the achievements of pupils, promote the work of the school and for important administrative purposes such as identification and security.
- 2.3. Any parent who wishes to limit the use of images of a pupil should contact the Marketing Manager. The school will always respect these wishes where reasonably possible and in accordance with this policy. Parents should be aware that, from around the age of 12 and upwards, the law recognises pupils' own rights to have a say in how their personal information is used, including images.

3. **Use of Images: Display etc**

3.1. Unless the relevant pupil or his/her parent has requested otherwise, the school will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises;
- Communications with the school community (parents, pupils, staff, Governors and alumni) via a password protected section of the school's web site; this includes the EYFS children's families through their e-learning journal via 'Tapestry'.
- Marketing the school both digitally by website and, where appropriate, via the school's media channels eg. Twitter, Facebook, etc. by prospectus by displays at educational fairs and other marketing functions and by other means.

4. **Use of Internal Identification:**

4.1. All pupils are photographed on entering the school and, thereafter at yearly intervals, for the purposes of internal identification. These photographs identify the pupil by: name, year group, class and house. They are securely stored in the password-protected area of the staff database where access is restricted to academic, pastoral and school office staff. Any parent who so requests, will be sent a copy of his/her child's photograph.

5. **Images that we use in displays and on our website**

5.1. The images that we use for internal displays and communications purposes never identify an individual pupil by their full name. Instead, they might reference a team, an event or a date, not individual names. 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 pupil. It will also only use images of pupils who are suitably dressed. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

6. **Storage and Review**

6.1. Our photographic images are stored securely in a password-protected section of the school's server, our shared google drive with access limited to Oakwood staff and our Management Information System which is password protected. Parents are advised that the school will endeavour to ensure that images of their children will not be published in any new school material once they have left the school. The school's existing publications and website of archived material may contain these images.

6.2. We have a procedure in place for regularly checking and updating our website and follow our Online Safety procedures.

6.3. The school expressly prohibits the use of images on any external website (unless specific permission has been granted by the school) such as YouTube, Twitter, Facebook, Flickr, Instagram, etc.

7. **Media Coverage**

- 7.1. Where practicable possible, Oakwood School will always notify parents in advance when we expect the media to attend an event or school activity in which our pupils are participating, and will make every effort to ensure that any pupils whose parents or guardians have refused permission for images of their children to be used are not photographed or filmed by the media.
- 7.2. 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 children of celebrities.
- 7.3. Photographs submitted by us to local newspapers will not contain pupils' names or personal details.

8. **Staff Induction**

- 8.1. All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children. Staff are also made aware of the school's 'Low Level Concerns' Policy.

9. **Security of Pupil Images**

- 9.1. Professional photographers and the media are accompanied at all times by a member of staff when on school premises. The school uses only reputable professional photographers and makes every effort to ensure that any images of pupils are held by them securely, responsibly and in accordance with the school's instructions.
- 9.2. The school takes appropriate technical and organisational security measures to ensure that images of pupils held by the school are kept securely on school systems, and protected from loss or misuse. The school will take reasonable steps to ensure that members of staff only have access to images of pupils held by the school where it is necessary for them to do so.
- 9.3. All staff are given guidance on the school's Policy on *Taking, Storing and Using Images of Pupils*, and on the importance of ensuring that images of pupils are made and used responsibly, only for school purposes, and in accordance with school policies and the law.

10. **Use of cameras and recording equipment by parents and guardians**

- 10.1. Parents, guardians or close family members are welcome to take photographs of their own children taking part in sporting and outdoor events subject to the following guidelines which the school expects all parents to follow:
 - 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 courtesy for the comfort of others; for example, cast members, performers on stage and the comfort of others. Flash photography can disturb the audience or even cause distress for those with medical conditions; the school asks that it is not used at indoor events.
 - We ask parents not to take photographs of other pupils except incidentally as a group shot without the prior agreement of that child's parents.
 - The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent or visitor who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
 - Parents may not film or take photographs in changing rooms or backstage nor in any other circumstances which may embarrass or upset pupils.

- 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.
- Parents are reminded that such images are for personal use only. Images which may identify other pupils should not be made accessible to others via the internet (for example on Facebook), or published in any other way.
- We record some plays and concerts professionally (not just those where copyright applies). Copies of the DVDs and CDs are available for parents to purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.
- The school reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

11. **CCTV**

- 11.1. Oakwood School would like to inform parents that it has Closed Circuit Television Cameras (CCTV) installed on its premises for the sole purpose of surveillance for security reasons. We believe that CCTV offers improved security protection for both pupils and staff although it is by no means considered to be the school's only means of security surveillance. Please refer to the school's CCTV Policy.

Appendix C:



Photographic Consent Form

The photographic consent forms part of the 'Parental Consent and Information Form' completed by parents prior to joining.

PHOTOGRAPHIC CONSENT – ALL PARENTS TO COMPLETE
<p>We often take photographs of the children at Oakwood, and may use these images in our school magazine and other printed publications that we produce, as well as on our school website, social media sites or on project display boards at school. Press releases may be sent to the local media with accompanying photographs: children who appear in group photographs will not be named, but photographs of individual children or small groups will be accompanied by captions giving the children's full names. From time to time, our school may be visited by the media, who will take photographs or film footage of a visiting dignitary or other high-profile event. Pupils will often appear in these images, which may be used in local or national newspapers, radio broadcasts or televised news programmes.</p> <p>Any photographs or footage that we take or use will reflect the ethos and standards of the school, and will never reflect our pupils in an inappropriate or negative way.</p>
<p>I give permission for my child/ren's image to appear in the annual school magazine, other printed publications that are produced by the school for promotional purposes and on project display boards at school.</p> <p style="text-align: center;">Yes No</p>
<p>I give permission for my child/ren's image on our website. (Your child will only be named if being celebrated for a particular individual achievement: general photos will not be captioned with children's names.</p> <p style="text-align: center;">Yes No</p>
<p>I give permission for my child/ren's image to appear on the school Instagram and Twitter pages (children will not be named unless permission is granted each time.</p> <p style="text-align: center;">Yes No</p>
PHOTOGRAPHIC CONSENT continued from previous page
<p>I give permission for my child/ren's image to appear in local media (e.g Chichester Observer) or national media, with full name if appropriate.</p> <p style="text-align: center;">Yes No</p>

I give permission for my child/ren's image to appear in electronic and paper newsletters and mailings to both current and prospective families. (Note: this includes the Friday Flyer photo page which is available to view on the school website)

Yes

No

We will continue to allow parents/grandparents of pupils at school to take photographs or video footage at school performances and events. We would however ask that you sign below to confirm that any such images or footage will be used for family viewing only. **Please do not post footage or images of children other than your own on social media sites unless you have the permission of all parents concerned.**

Name/s of child/ren:

Signature of parent/guardian:

Appendix D:



Sports Staff Mobile Device (Phone) consent form

Name of Sport Staff:	
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Any member of the Sports Department staff team who wishes to connect use their personal mobile device (eg. mobile phone) during the school day or as part of match fixtures must read and sign this agreement and return it to the Operations Manager or Designated Safeguarding Lead (DSL).

In signing this agreement, I will:

- | |
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| 1. Ensure that I have read, understood and signed the ' <i>Bring Your Own Device permission form</i> ' for general staff and will have submitted this to the Operations Manager. |
| 2. Take full responsibility for my personal mobile device and ensure the safe storage and use of my personal device (eg. mobile phone) at all times. |
| 3. Ensure that my personal mobile device (eg. mobile phone) is always locked with a secure pin password or facial recognition technology. |
| 4. Understand that my personal mobile device (eg. mobile phone) is NOT to be used in the changing rooms. |
| 5. Upload photos taken of pupils during matches or fixtures immediately to google drive upon my return to school. I will remove all such images and recordings from my personal mobile device immediately once uploaded. |

I agree to the use of the following apps only on my personal mobile device (eg. mobile phone)

Application	Usage Description
SafeSmart	To complete minibus vehicle safety checks. Use of camera permitted.
SOCS	To view and update pupils' registers, score sheets and up-to-date team news.
mx cricket	To score and record cricket results. (using first name & initial surname only)
OnUrMarks	As a stopwatch and timing application - used in athletics lessons or similar time-based activities.
Google Maps	For use on away fixtures. Drivers are responsible for ensuring adherence to driving regulations. Mobile phone use is not permissible as per the highway code.
Google Drive	Sports Staff are to upload fixture photos taken on a mobile device directly to the Oakwood Google Drive at the earliest opportunity. Any photos taken on a mobile device must be deleted upon completion.
IAPSPORT	IAPS Sports app providing up to date information of regional events.

Signed: _____

Date: _____