



Mobile Phones

- Pupils are not permitted to bring mobile phones to school.
- Visitors are permitted to have their mobiles on at school in case they have dependants who need to contact them. Visitors are asked to use their mobiles with discretion and avoid using their mobile phones in the presence of pupils.
- Visitors are not permitted to use their mobile phones to take, transfer or store photos or videos of pupils or other staff at the school, without permission.



A QUICK GUIDE- Safe use of the school network, ICT equipment, data, Internet, email and digital images for visitors who are going to have access to the school network, ICT equipment and Internet.

- Visitors must only use Brent's digital technology resources and systems for Professional or Educational purposes.
- Do not attempt to visit websites that might be considered inappropriate. The web address of any unsuitable websites accidentally accessed, or receipt of inappropriate materials, or filtering breach through the school network should be to the ICT Network Manager.
- When online, be polite, use appropriate language, do not upload inappropriate images of self or others into profiles or send in emails, and do not reveal passwords or any personal information (e.g. home address, telephone number) about yourself or other users.
- Please do not copy or look and delete other people's **personal** files.
- Please report all incidents involving inappropriate images or materials, the illegal use of mobile phones, acts of cyberbullying that may affect a child, a member of staff or a visitor to Barham, or any other specified Esafety incident. Failure to do so may result in professional sanctions.
- Please do not download or install files or software from the internet, USB's and CD's from outside of the school without permission from the ICT Network Manager.
- Visitors will **ONLY** use school equipment to create digital images and videos. Any known exception to this should be logged in school before personal equipment is used.
- Digital images and videos of pupils are stored in a central location making it easy to remove photos of children who have left the school.



If you are going to be using images of our pupils on websites or other platforms, please see our safe use of digital images and digital technologies, such as mobile phones, digital cameras and I pads quick guide.

If you are going to be using the Internet with pupils please see the pupils 'Acceptable Use Policies '(applicable for the Key Stages).

If you are going to be using London (pupilmail) with pupils please see the additional safe use of the Internet and Email specifically for pupils in the Esafety Policy folder. Pupils at Barham are only permitted to send emails via London mail

If you are going to be using laptops, school cameras or I pads, please see the relevant section of our acceptable use policy.

These are all available on www.barham.brent.sch.uk – under policies or please see Jayshree.

I have read and agree to all the terms above for safe use of the school network, ICT equipment, data, Internet, email and digital images at Barham Primary School

Name: _____ Signature: _____ Date: _____

If any of the above rules are deliberately broken, the person breaking the rules will be suspended from using the computers on the network and the internet from Barham Primary School.