



Acceptable Use of ICT/Social Media – Policy Summary for Parents

Updated July 2026

The school's Acceptable Use of ICT and School Social Media policies are based on the Hampshire models and seek to ensure that

- the use of ICT does not compromise the school's commitment to safeguarding pupils;
- staff and volunteers are given advice to help protect them from allegations and misinterpretations which can arise from the use of ICT;
- the reputation of the school is not damaged through inappropriate use of ICT.

Although the policies are mainly for the attention of staff (where breach of the policy could lead to disciplinary action), there are some parts which we draw to the attention of parents, particularly those who volunteer in the school or help on school trips. A summary of the information affecting parents is below, although you may wish to see the full policies on the school website/policies.

- Photographs/videos of school events - The school does not prevent parents taking photographs or video of their own child during performances or public events such as sports matches, but will remind parents that these should only be for their family use and should not be uploaded onto social networking sites.
- Parents e-mailing staff - this must usually be done via the school admin email address (adminoffice@whiteley.hants.sch.uk) or via your child's year group email address (year?@whiteleyapps.com) email address, rather than through individual staff email addresses, unless permission has been given by the Headteacher. A separate protocol for email communication sets out the expectations around email communications between parents and school staff.
- Social networking - staff have been asked to consider carefully who they have as 'friends' on sites such as Facebook. Where the only connection with someone is that they are a parent of a child at the school, it is unlikely that it is an appropriate connection. Parents should not be offended if staff at the school turn down friend requests. Where staff are friends with parents of a child at the school, no communication regarding school matters should be made through the site, even via personal messaging.
- If pupils try to make contact through social networking with a member of staff, staff will inform the Headteacher and parents will be informed. Anyone working in the school either as a paid employee or volunteer must not communicate with pupils via social networking.

The following are not considered acceptable by staff, governors or volunteers, in the context of personal social networking:

- Postings which could identify an individual or group of pupils, or refer to specific incidents regarding pupils, staff or parents at the school which could adversely affect the reputation of the school.
- Postings which include any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- The use of the school's name, logo, or any other published material without prior permission from the Headteacher.
- The posting of any images of staff, children, governors or anyone directly connected with the school whilst engaged in school activities.

The School Social Media policy gives further detail regarding the acceptable use of social networking sites and any school volunteers who make use of social networking are urged to read full policy to ensure that their position as a volunteer is not jeopardised inadvertently.

- Mobile phones - no mobile phones should be used when in contact with pupils (they should be turned off or switched to silent) unless express permission has been given by the Headteacher for a specific purpose. Camera/video phones must not be used during school activities and must not be passed to pupils, for example, to play games during a coach journey.
- Cameras/video equipment - Volunteers accompanying pupils on school trips should not use their own cameras (including camera phones). If they are required to take photographs as part of a planned activity, this must be using school equipment.

If you have any questions regarding this policy, please contact the Headteacher.

Mobile Phone Policy for Pupils

Children in Year 4 and below must not bring mobile phones to school unless there is an agreed medical reason and permission has been granted by the Headteacher.

Y5/6 parents who feel their child requires a phone for communication when travelling to and from school may allow their child to bring a basic mobile phone ('brick' phone) only.

These phones:

- Must not have internet access, cameras or smart functionality.
- Must be switched off while on school premises.
- Must be handed to the class teacher upon arrival.
- Will be stored securely during the school day.
- Will be returned to the child at the end of the school day.

Pupils must not use phones anywhere on the school site.

Exceptional Circumstances

Mobile phones used for medical purposes will be kept by a child's key adult or on their person, as agreed through the child's care plan.

Where there are other exceptional circumstances requiring a child to bring a smartphone on a particular day, parents must:

1. Email the school office in advance.
2. Explain the reason for the request.
3. State the date(s) on which the smartphone will be brought to school.

Examples of exceptional circumstances may include a child travelling to a different home address after school or other temporary family arrangements.

If permission is granted:

- The child must take the smartphone directly to the school office upon arrival.
- The device will be signed in and stored securely.
- The smartphone must remain switched off throughout the school day.
- The device will be signed out and returned at the end of the day.
- The phone should only be removed from the child's bag when at the school office.

Smart Watches and Other Smart Devices

Other internet-enabled devices are also prohibited to be brought onto the school site by pupils. This includes, but is not limited to:

- Smart watches
- Devices capable of making calls or sending messages
- Devices with internet access
- Devices with cameras or recording functions

Where pupils require a watch, a standard non-smart watch may be worn.

Use of Phones by Pupils on School Premises

Pupils must not use any mobile phone or smart device while on the school site, including:

- Before school
- During the school day
- At break and lunchtime
- During clubs
- After school while still on school premises

Parents wishing to contact their child during the school day should do so via the school office.