



Inspiring Music Peripatetic Tutor Use of Personal Devices – Policy

About this policy

The Internet and other digital and information technologies are becoming increasingly prevalent in the work environment as they continue to open up opportunities for everyone and promote learning.

As a peripatetic professional you will find many benefits in using personal devices as a supportive means to deliver effective learning and to support pupil achievement.

Whilst technology is a supportive tool, it can also present a risk to the safeguarding of children, more so, when personal devices are used in the teaching environment. Therefore, this policy has been developed to set out the requirements and expectations of tutors in using personal devices to promote safe and appropriate use and to eliminate risks.

Telling us about your device

At the start of the academic year you must make the Council's Music Service and the School aware of any personal device that you intend to use. This means letting us (and the School) know what type of device you will use and what you will be using it for. This information will be kept on our records and you should inform us if you upgrade or replace your personal devices so that we can update our records accordingly.

You will need to enter attendance on Live teacher or other service operational information such as reports on your device, however, any information that you intend to put on your device must be relevant to the work you are undertaking in a professional capacity.

Personal use

We appreciate that from time to time, you might need to receive or make the occasional phone call or send and receive text messages. If the school is happy to consent for you to have your phone with you in lessons, you must be mindful that your phone does not unnecessarily disturb the pupil's lesson or the service delivery. Any calls and texts must only be taken in the reception area.

Accessing your personal emails and social media sites for personal use is not permitted during any lesson, when responding to work emails, calls and alerts from social media platforms please follow school procedure which may be to use your device in reception or a staff room.



Central Bedfordshire Council

Coniston Road
Flitwick,
Bedfordshire MK45 1QJ

Telephone 0300 300 6604

Email Inspiring.music@centralbedfordshire.gov.uk

Website www.inspiringmusic.co.uk

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Planning ahead

If there is a requirement to play back or record using your own device (including downloading applications) that will be relevant to the lessons, you should let us know of these plans at the start of the academic year. If this is agreed, then you must also log it in your planning and note it in the student's planner whilst informing the school.

Recordings

If there is a requirement to make a recording as part of the service or schools' activities in a professional capacity (i.e. as coursework, assessments, virtual exams, etc), you are permitted, provided you have the school's and pupil's prior consent to:

- make an audio recording
- make use of a video recording to record posture/ techniques

In the event that a recording is made, and you are required to send it to the School, exam boards or the Council, then the pupil must be informed prior to doing so, and you must apply caution to ensure you have the correct e-mail address of the recipient when sending. The recording must not be stored on any other device than the device(s) stated below or shared with anyone else.

All recordings must be deleted when the recording is no longer required and witnessed by the pupil. If, for any reason, this is not possible, you must inform your manager.

Recordings that you may make must not be shared on any social media site.

Photographs & Video's

You should not allow a pupil to take a photograph or video of you and you must only take a photograph or a video of children with prior permission from the school, following parental consent. Photos and videos must not be retained any longer than is required for its professional use.

Uploading and Downloading material

Any material that you upload or download must be appropriate for a learning resource purpose or for demonstration purposes only. This means that you must only use applications that are designed to assist with musical development and you will need to abide by the licencing terms that you agreed to when you purchased the materials.

All material must be age appropriate and should not contain material that could be misinterpreted or considered inappropriate.

Any backing tracks that you play must be purchased and you must own the licence for it.

If you have any uncertainty, you should speak with your manager or the school.



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Security

It is your responsibility to ensure that your device is not left unattended to avoid potential theft and to ensure pupils cannot access inappropriate data or content. All devices must be password protected, with the appropriate security software installed and active. The device that you use must not be shared with anyone else.

Any information that you possess must be safe and secure at all times.

Sharing of data

You must not share your phone number or send messages from your personal device to pupils or their family members. If you intend on sharing an appropriate online resource with a student, please write guidance on how to access the resource or the link in the student's planner.

Concerns and reporting

If you have any concerns or questions about the contents of this policy or about an event that has taken place that might involve a breach of this policy, you must contact the Service Manager in the first instance.

To be reviewed in July 2024 or sooner if required.



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Acceptance

By signing this declaration, I agree that I have read the Use of Personal Devices – Policy for the Inspiring Music Service and I will comply with the requirements detailed within the document.

Declaration – All Music Tutors

I accept that non-compliance to this policy may lead to disciplinary action up to and including dismissal.

Declaration – Self-Employed Visiting Music Tutors

I accept that non-compliance of this policy may lead to a review of my continued engagement with Central Bedfordshire Council and depending on the seriousness, may lead to the termination of the self-employed service level agreement.

Please put the details of any devices that you intend on using in schools or music centres in relation to your work in the table below:

Make and model of device intended for use:	Reasons for using this device:

Tutor Name: (Please Print)

.....

Tutor Signature:

.....

Date:

A copy of your signed acceptance will be stored digitally within the Inspiring Music service, and you agree that it will be shared with Schools at which you will be teaching.



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