

BURTON CHURCH of ENGLAND PRIMARY SCHOOL



Mobile Technology Policy

Adopted by the Governing Body on
10th October 2016

Reviewed April 2019 & Sept 2022

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Signed by:
Approval committee: Governing Body

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Mobile Technology Policy

Written : September 2016

Review : April 2019 & Sept 2022

This policy should be read in conjunction with the :

- Child Protection Policy
- Anti-bullying Policy
- Behaviour Policy
- Government guidance on 'Sharing nudes and semi-nudes: advice for education settings working with children and young people' ([read here](#))

Developments in mobile technology have been rapid in recent years, meaning that mobile phones (and other personal devices) can now do much more than make voice calls. Integrated cameras, video messaging, mobile access to the internet and location-based services are now commonplace, allowing access to a whole array of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology and, with increasing rates of ownership at an ever lower age, mobile phones are no exception. However, as with any technology, there are associated risks: children and young people need to understand the issues and develop appropriate strategies and behaviours for keeping themselves safe.

This policy is based on the Be-Smart guidance and relates to personal mobile devices (eg phones, laptops, iPods, iPhones, MP3 players, memory sticks, DSs, Smart Watches).

There may be times when students are photographed as part of normal school activity. These will usually be on school devices. Any parent not wishing their child to be included in this should make this known to the school in writing. This includes photos for our website or newsletter and in the press.

This policy outlines the acceptable use of mobile technology.

Aims of this policy :

- To inform staff, children and parents about safe mobile technology use in school.
- To ensure staff, children and parents are familiar with the school policy of child use of personal mobile technology in school.
- To highlight the child protection issues of using camera and video phone technology in the school.
- To counter the use of text messaging as a form of bullying.
- To determine exactly when and where mobile phone use is permitted in the school.
- Offer safety guidelines to the children/staff on general mobile phone use.
- To outline the consequences of not adhering to the school mobile technology policy.

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- To outline who has responsibility in the case of loss, theft or damage of mobile technology.

Staff Use :

- The school allows staff to bring in personal mobile phones and devices for their own use. These should be kept out of sight of children.
- Staff are advised to use passwords/pin-codes/ other biometric security (such as fingerprints) to ensure their device cannot be used by an unauthorised person.
- There should be no personal use of mobile devices during child contact time.
- Phones may only be used during lesson times for legitimate reasons such as using timer functions or to access support via the TEAM SOS app.
- Staff should keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times and ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Staff are encouraged to have their mobile in a phone pouch or pocket when outside with children in order to access support and help via TeamSOS
- In exceptional circumstances, e.g. family emergency, staff should seek permission from SLT to use their personal mobile device when in contact with children.
- Staff should not give their personal mobile phone numbers or personal email addresses to children, parents or carers.
- Staff are recommended not to make links with parents or current/ex pupils over social media and to exercise extreme caution over the content they post, if they do. Where they do this should only be with individuals over the age of 18.
- Where there are pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and/or headteacher. Any school related issues shared personally with staff should be brought to the attention of the Headteacher.
- Only the mobile devices belonging to school may be used to take appropriate and relevant images of children, e.g. for observations, school events. Personal mobile devices should not be used.
- Staff bringing personal devices into school must ensure there is no inappropriate, offensive or illegal content on the device.
- During off site visits, staff will be provided, where possible, with a school mobile phone and this should be used to contact school or parents should an emergency arise. However, if a school mobile device is not available then staff can use their personal mobile device with authorisation from a member of SLT and in this instance should block their number when calling (this can be done within phone settings on most mobile phones).

Pupil Use :

- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies.

- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Computing, Acceptable Use and Safer Digital Practices policy
- Pupil use of mobile devices includes any device (ie phone, smart watch etc) that can be connected to the internet or used to take, record, save, send or receive images, video or voice messages whether or not they currently have the capacity to do so (ie no sim card or out of data allowance).
- As there is no legitimate use for mobile devices on school premises, children may not use them for any purpose whilst on the school premises and must hand them in to their class teacher on arrival. Only children with permission to walk home alone (Y5&6 only with written parental permission) after school are allowed to bring a mobile phone to school.
- Children who ignore this policy and use a mobile device on school premises will be required to hand over their device to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect the device from the school office. Repeat offences of this nature will result in children being banned from bringing a device into school.
- If a member of staff of the school has any suspicion that a mobile device has unsuitable material stored on it, pupils will be required to hand over the device to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that material on the device may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation. Parents will need to recover the device from the police in such circumstances.
- Where there are concerns that the content of the images may be 'indecent' (YPSI or Sexting) staff will follow the procedures set down in the Government guidance on 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'. The DSL should be informed immediately.
- Adults should not ask to see the image, unless there is good and clear reason to do so, but should base their response on what they have been told about the content of the imagery.
- Through PSHE and online safety education children will be made aware that making, possessing or distributing imagery of someone under 18 which is 'indecent' is illegal. This includes imagery of the child themselves if they are under 18.
- Mobile technology must not be used to share inappropriate or offensive imagery or messages at any time.

Emergencies :

- If parents need to contact pupils they should contact the school and a message will be relayed promptly.
- When off site, staff will contact the school office who will contact parents. Out of hours a member of staff may contact parents directly but would withhold their number. A pupil may speak to their parent in an emergency via a school, or personal mobile phone, with a member of staff present.
- Pupil mobile numbers will only be used by school staff in an emergency after consultation with the Headteacher or a Safeguarding Lead.

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Visitor Use :

- Visitors, including volunteers, governors, contractors and members of the local authority should not use their personal mobile devices in the school building. These should be handed in to the school office for the duration of their visit.
- Where a visitor is meeting with staff members only, they may be permitted to keep any mobile devices with them if the staff member is in agreement.
- In exceptional circumstances, professionals may be permitted to keep their mobile devices with them providing they are not going to be in an unsupervised position with the pupil and by agreement with the headteacher.
- Parents/carers are permitted to take photos/videos during assemblies or other school performances as long as these are for personal use and focussed on their own children. They are reminded of this at each performance. They are also reminded **not** to place photographs or videos showing children **other than their own** on Facebook or other social media platforms.
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

Responsibility for mobile phones and other mobile devices

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology including any confiscated item. It is the responsibility of staff, parents, children and visitors to make sure that mobile technology is properly insured. The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.