

**ST MARY & ST MARGARET'S CE PRIMARY
SCHOOL & NURSERY**



MOBILE TECHNOLOGY POLICY

Date February 2019

St Mary & St Margaret's CE Primary School Mobile Technology Policy

Introduction

At St Mary & St Margaret's CE Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Technology Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones and other technologies are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. This policy refers to all mobile communication devices (e.g. mobile phones, smartphones, tablets, cameras (still and video), audio recording devices, wearable technology and IOT devices).

Scope

This policy applies to all individuals who have access to personal mobile phones on-site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection Policy
- E-Safety Policy
- Anti-Bullying Policy
- Keeping Children Safe in Education Guidance
- Staff Code of Conduct
- Safeguarding Policy

Policy Aims

The aims of this policy are that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting:

Personal Mobiles – Staff and Volunteers

- Staff and volunteers are not permitted to make/receive calls/texts during contact time with children or parents. Emergency contact should be made via the school office.
- Staff/volunteers should have their phones on silent or switched off and out of sight during class time or when in view of parents/visitors.
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children or parents are present e.g. in empty classrooms, staff room etc.
- Personal use of mobile phones should not be allowed to distract staff from duties even when not working with children or parents.
- It is advised that where possible staff and volunteers security protect access to functions of their phone to avoid children accessing inappropriate or confidential materials (e.g. by locking phones using passcodes).

Photographs and videos using mobile devices

As a general rule, photographs should be taken using school equipment only. However, we recognise that for certain purposes personal mobiles may be a more effective option (e.g. when uploading videos or photos to Twitter) – in particular, this is due to restrictions we have imposed on the network to avoid pupils accessing inappropriate materials. Should a member of staff therefore need to use a personal device to record or photograph activities within school, they should ensure they take the following safeguarding steps:

- Let another member of staff know they will be using their specific personal device to take photos/video of the specific activity.
- Ensure the device settings do not result in materials being sent to the 'Cloud' or similar web-based storage.
- Remove all photos or videos from the personal device as soon as is reasonably practicable and prior to leaving school. This applies in all circumstances, except where the activity being recorded is off-site (such as a trip or sports activity) – in such cases:
 - (i) permission should be sought from a member of SLT for each activity;
- (ii) photos or videos should be removed from the device at the first opportunity (e.g. once uploaded to Twitter or to a school device). No photos or videos should be retained for longer than is absolutely necessary on any personal devices either at home or in school.
- Personal or school photo devices should not be used or taken into areas in which children may be in a state of undress (such as the swimming pool, toilets, changing rooms etc.). Staff should also avoid having mobile devices out whilst children are changing in classrooms for PE etc.).
- Unless otherwise specifically agreed with a member of SLT, personal mobile phone use for photographs should be restricted to teachers only (in order to reduce the number of devices on which photos will be temporarily stored)

Please note: no videos or photographs of pupils should be uploaded to the school's social media accounts or website without permission from parents (see exceptions list available from the school office for those for whom permission has not been granted).

Staff, parents or governors should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication during offsite activities. However staff should ensure that:

- Mobile use on these occasions is appropriate and professional.
- Personal mobile phones should not be used to make contact with individual parents during school trips – all relevant communications should be made either via the school office or using the school mobile.
- Where parents are accompanying trips they should be asked not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore pupils are not permitted to have mobile phones at school or on trips.

In the event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- the parent must discuss the issue first with their child's teacher.
- the phone must be handed in, switched off, to the teacher first thing in the morning and collected from him/her by the child at home time (the phone is left at the owner's own risk).

Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents (see above for separate guidance when acting as volunteers in school)

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones whilst on the school site is *courteous* and *appropriate* to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Policy Adopted February 2019

To be reviewed February 2021

Signed: _____ Headteacher

Signed: _____ Chair of Governors