

# STANBURN PRIMARY SCHOOL



# MOBILE TECHNOLOGY POLICY

<b>Review Date:</b>	June 2021
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<b>Next Review Date:</b>	June 2024
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# STANBURN PRIMARY SCHOOL

## Mobile Technology Policy

This policy should be read in conjunction with the school's **Acceptable Use of Computing Systems Policy, Online Safety Policy, Data Protection and GDPR Policy and Digital Video and Images Policy.**

### **Rationale:**

Mobile technology is an integral part of the lives of children and young people. Used responsibly mobile devices such as tablets can enhance both teaching and learning, communication and social experiences.

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 relates to personal mobile devices (eg phones, tablets, smart watches, MP3 players, memory sticks, laptops, DSs and other electronic gaming devices).

There may be times when students are photographed as part of normal school activity. This is specified and agreed by parents on entry to the school. Any parent wishing to change the agreed arrangements should make this known to the school in writing. This includes photos for display around the school, school prospectus and leaflets, on our website or newsletter and in the local press.

This policy outlines the acceptable use of mobile technology.

### **Aims of this policy:**

- To inform staff, students and parents about safe mobile technology use in school;
- To provide the school community with guidance on encouraging safe and responsible use of mobile technology;
- To ensure staff, students and parents are familiar with the school policy on student use of personal mobile technology in school;
- To highlight the child protection issues of using camera and video technology in the school;
- To counter the use of text messaging and social media apps as a form of bullying;
- To determine exactly when and where mobile phone/equipment use is permitted in the school;
- Offer safety guidelines to the students/staff on general mobile phone/equipment use;
- To outline the consequences of not adhering to the school mobile technology policy;
- To outline who has responsibility in the case of loss, theft or damage of mobile technology;

- To protect staff and children from harassment and abuse that can arise from the misuse of mobile technology.

### **Staff Use of personal mobile technology: (this means School Staff, Volunteers and Governors)**

- The school allows staff to bring in personal mobile phones and devices for their own use, although they should not be linked to the school WIFI;
- Exceptions to this are made for Governors, Visitors such as School Improvement Partners, LA employees, Ofsted, who do not have a school device to work on and need access to the internet. They are issued with a Stanburn Guest log in;
- Staff are advised to use passwords/pin-codes to ensure their phone cannot be used by an unauthorised person;
- There should be no personal use of mobile devices during student contact time;
- Mobile technology should be stored with other valuables in lockers near the staffroom or in a locked cupboard in your classrooms;
- In exceptional circumstances, e.g. family emergency, staff should seek permission from SLT to keep their phones. Any call should only be taken out of sight and earshot of children and only if there is adequate cover for the children;
- Staff should not give their personal mobile phone numbers or personal email addresses to students, parents or carers;
- Staff personal mobile phones and mobile technology should be used carefully for any school related matters. If a personal mobile or other equipment is used to access school emails then the equipment should not be left in a state that a third party could inspect the emails or data. The equipment should be password protected and this password should not be shared with others or the password for the emails etc. should be entered separately and should not be shared with others in order to prevent abuse and for data protection. An individual will be responsible for any illegal activity which comes from the use of their account;
- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, 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 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 (calls and texts only).

### **Visitor Use:**

- Visitors should not use their personal mobile devices during student contact. These should be turned off and put away during contact with the children;

- Parents/carers are permitted to take photos/videos during assemblies or other school performances on the understanding that they will be for personal use only and not put on social media websites;
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

### **Student Use of personal mobile technology:**

- As there is no legitimate use for personal mobile devices or phones **on school premises or during school visits**; students may not bring them to school or use them for any purpose whilst on the school premises or visits;
- The only exception to this is for **Year 5 and Year 6 pupils** who may be given permission by the Headteacher to bring their mobile phone to school for safety reasons on their journey to or from school. The parent and child must sign the **Acceptable Use of a Mobile Device Agreement**;
- Furthermore, the phone must be switched off when the child enters the school and must be handed in to the class teacher straight away. It can be collected as the child leaves the premises (this could be after clubs). The only other exception is children may bring a disposable camera for school journey which is handed out at the beginning of each day and collected in at the end;
- Pupils who ignore this policy and bring or use a mobile device on school premises will be required to hand over their phone or device to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office. The incident will be dealt with according to the behaviour procedures in school;
- If a member of staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone 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 the material on the mobile device may provide evidence relating to a criminal offence, the phone/ device will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances;
- The sending of inappropriate messages between members of the school community is not allowed in any form including social media;
- As personal devices are not allowed in school, no images or sound recordings of any member of the school community is allowed;
- Recording images of a person and uploading them onto social networks or placing them online without their permission will result in the person being asked to remove them. Schools may approach the provider and request removal if necessary;
- Any failure to comply with the above guidelines may result in normal disciplinary action being taken up to and including the consideration of permanent exclusion of the student concerned;
- Parents should be aware that whilst there are obvious benefits to students having mobiles in terms of personal safety, there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons;
- If a student needs to contact his/her parents/carers they will be allowed to use a school phone.

## **School provided mobile devices for children to use**

Equipment is provided to enhance teaching and learning and should be used appropriately. Permission must be sought before any image or sound recordings are made on the devices of any members of the school community including the children (children, staff, parents, visitors). Taking these without permission may be a breach of a person's rights and this may be considered as a breach of the peace in some circumstances by the police. **Staff check with school records before this takes place in the classroom so they are aware of who can and can't be recorded.**

### **Use of Tablets:**

- **Apps**

The children regularly use apps to enhance learning in the classroom. The apps are checked to ensure they are age appropriate by the teachers before they are used. Apps can only be downloaded by the IT Support Provider who creates a list of apps with their age rating so that teachers know which apps are suitable.

- **Taking images and video**

Tablets are used in line with the school's Digital Video and Images Policy.

- **Internet Access**

The children may use the internet on the tablets. Any access is limited by the filtering system in school so that children cannot access inappropriate websites. We cannot yet access individual reports, however, as the children do not log on individually.

- **Lost or stolen equipment**

All school devices are asset logged. Serial numbers are logged along with the rooms the devices are allocated to and/or the staff member responsible. In addition, tablets may have a location device installed. The IT Support Provider has the ability to clear or lock a device remotely if needed.

### **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 personal mobile technology. It is the responsibility of staff, parents, students and visitors to make sure that mobile technology is properly insured.

### **Behaviour policy/Sanctions**

Negative behaviour is unacceptable whether it is in an online environment, the playground, the classroom or anywhere else. Our expectation for responsible behaviour remains consistent regardless of the context. Any breach of expectations in relation to mobile technology by staff or pupils will be treated in accordance with the conduct and behaviour policies respectively.

# **STANBURN PRIMARY SCHOOL**

## **Acceptable Use Of Mobile Phones Policy (PUPILS)**

This document is designed to ensure that potential issues involving mobile phones are identified and addressed.

It provides guidance on the appropriate use of mobile phones during school hours or when undertaking a school excursion or extra-curricular activity.

Children and parents must understand the 'Acceptable Use Policy' before a child is allowed to bring their phone to school.

### **Parent's responsibility**

- To decide to provide a mobile phone for their child to bring to school
- To agree for their child to bring the phone to school and agree that their child should follow the acceptable use agreement.

### **Pupil's responsibility**

- To follow the school procedures below about having a mobile phone in school and the acceptable use of it.

### **Acceptable use**

- Personal tablets, Smart Watches, MP3 players and portable gaming devices should NEVER be brought into school.
- Pupils must be in Year 5 or Year 6 before phones can be brought to school.
- All phones should be switched off and handed into the class teacher as soon as you get to school.
- Phones should be collected as you leave the school (this could be after clubs) and should only be switched on once you leave the school site.

### **Unacceptable use**

- The phone or other item will be removed if the phone is not turned off and handed into the class teacher when you arrive at school. A parent will be asked to collect it.
- The phone should not be used to make a call, text, surf the internet or make any recordings whilst on the school site as this is not allowed. It will be removed if this happens and a parent will be asked to collect it.

### **Theft or damage**

- Pupils should mark their mobile phone clearly with their names.
- Pupils should ALWAYS hand their phone to the class teacher for safe keeping.
- Mobile phones that are found in school should be handed to the school office straight away.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for mobile phones which may be lost or stolen on the way to or from school.

### **Sanctions**

- If the phone is not turned off and handed into the class teacher then the phone will be confiscated and the parent will need to collect the phone from the Headteacher. The school behaviour procedures will also be followed.
- The school behaviour procedures will be followed if any phone is used to make a call, text, surf the internet or make any recordings whilst on the school site.

I agree to follow the procedures in the Acceptable use of Mobile Phones/Technology Policy

Signed

Parent Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Child Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_

## **Parent agreement for allowing their child to bring a mobile phone into school**

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

Child's Mobile Phone Number (In Case of Emergency)

\_\_\_\_\_

I give permission for my child, who walks home by themselves, to bring a mobile phone into school. I understand that:

- The school will not accept any liability for the phone should it get lost or damaged;
- The phone must be handed into the class teacher every morning so it can be locked away and collected at the end of the day;
- Under no circumstances are the children to use their phones outside the school for filming or photographing the school, children or adults;
- If my child is found to have been using their phone inappropriately they may not be allowed to continue bringing their phone into school.

Signed: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_