



# **Cowbit St Mary's (Endowed) Church of England School**

## **MOBILE TECHNOLOGY POLICY**

Date: January 2021

Review Date: January 2022

Policy approved by Governors

\_\_\_/\_\_\_/\_\_\_

Policy to be reviewed annually

## **Context**

- Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook / laptop, smart watch or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services.
- Mobile technology is an integral part of the lives of staff and pupils at school. The primary purpose of having any personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. Used responsibly, mobile devices such as phones, tablets etc can enhance learning and teaching. Such devices can also be powerful tools when utilised by teachers to enhance learning and teaching.
- There are however risks associated with staff, other visitors and pupils bringing their own personal mobile devices into school. To this end this policy will inform staff, other visitors, pupils and parents about the safe use of mobile technology in school. It will also state when and where mobile phone use is permitted and set out other general rules on the use of mobile devices.

## **Staff Use of Mobile Technology**

- Staff are not permitted to use their personal ICT equipment in school (mobile technology or otherwise). However they can bring in personally owned mobile phones/smartphones.
- Personal devices (such as mobile phones / smartphones or tablets etc) will never be used to take photos of children for example at events in school or out of school (e.g. sporting events). School ipads or the school camera should be used for such photos. Any photos taken on a school owned iPad are deleted from the device once uploaded. They should be uploaded to the server as soon as possible after the photo is taken. Photos that identify children should not be kept on an iPad. Staff should only use their ipad provided by school and must ensure it is password protected. No personal data / information should be stored on it.
- Staff bringing mobile phones/ smartphones into school must ensure there is no inappropriate or illegal content on the device. Any such devices or school owned ipads etc must have passwords/pin codes to ensure they cannot be accessed by an unauthorised person.
- Only portable devices provided by school and owned by school (memory sticks and laptops) which are encrypted and password protected are to be used to transfer any personal information (about pupils, parents/carers or other staff) off the school site. Also staff should never hold personal data / information on any other portable device (e.g. laptops, tablets, ipads, phones, portable hard drives, smart watches) other than on the encrypted memory sticks or laptops provided by school.

- Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse, i.e. is it really necessary to take it all home, can it be encrypted, does it have to be on a USB memory stick which can be easily misplaced. For staff who work directly with children, all mobile phones/ smartphones should be switched off when children are present. Phones can be turned on at break and lunch times. Phones should never be used in cases where children are present. In very exceptional circumstances, such as a family emergency, staff should seek permission from the Headteacher to use their mobile devices during working hours. This should happen away from children. The schools main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- Staff personal mobiles cannot be used on any school related matter unless in an emergency or to contact other staff members or the school for example on a visit out of school. In circumstances such as off site visits, staff will agree with the Headteacher the appropriate use of personal mobile devices in the event of an emergency. This will be identified on the Risk Assessment for the visit.
- Staff should never give personal mobile phone numbers or email addresses to pupils, parents or carers.
- Staff are not permitted to use school ICT equipment for personal use unless specific permission has been given from the Headteacher who will set out the boundaries of acceptance. Staff are able to use their school ipads for personal use as long as all the points in this policy and the staff eSafety Policy are adhered to.

### **Volunteers, Governors and Visitors**

- We recognise that visitors and governors may wish to have their personal mobile devices with them for use in case of emergency. However, safeguarding the children within the school is paramount and it is recognised that personal mobile devices have the potential to be used inappropriately and therefore the school has implemented the following policy:

- Mobile devices should be switched off during visits into school. In exceptional circumstances, such as a family emergency, visitors or governors will seek permission from the Headteacher to use their mobile devices, and this should happen away from the children.

- Volunteers and governors can bring personal mobile technology into school for their own use however this is at the discretion of the Headteacher (see staff use of mobile technology).
- All mobile devices used by volunteers and governors should be password/pin code protected.
- Personal devices cannot be used to take photos of pupils unless attending as a parent.

- Parents/Carers are permitted to take pictures and videos of their own child during class assemblies or other school performances. Parent/carers will be made aware of school policy with regards to this before each event and to the fact that the images will not be placed on any form of social media. See Use of Photographs Policy.

### **Pupil Use of Mobile Technology**

- Pupils are not allowed to bring personal mobile devices/phones to school.
- In certain circumstances Y6 pupils may be given permission to bring a mobile phone to school. Permission is to be given by the Headteacher on receipt of a written request from the parent/carer stating the reason. If permission is granted then the device must be switched off as soon as the pupil enters school property and handed into the school office where it will be logged and kept until the end of the school day when the pupil will collect it (having signed to say they have done so). They will not be allowed to switch the device on until they exit school property. If the pupil travels to school via LCC provided transport (bus or taxi) then they are not permitted to use a mobile phone (or any other mobile device) on this transport.
- Children need to understand that unacceptable behaviour remains unacceptable whether it occurs in an online environment, the playground, the classroom or anywhere else. Expectations for responsible conduct remain consistent, regardless of the context, and any breach of expectations in relation to mobile technology should be treated in accordance with the school's behaviour policies. It is expected that staff will respond consistently to any irresponsible use of mobile technology and will explain to children why certain behaviours are unacceptable, and what the potential impact of such behaviours might be.
- If pupils bring personal devices into school without permission they will be confiscated and stored in the school office.
- Pupils bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Children may be given the opportunity to use the schools mobile devices within the school or on a school visit. Children will only use mobile devices belonging to the school.

### **Responsibility for Mobile Devices**

- Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school.
- School accepts no responsibility or liability whatsoever for the theft, loss, damage relating to mobile devices while at school or at activities organised or undertaken by the school. It is the responsibility of the staff or children (in this case their parents/carers) to ensure mobile devices are properly insured.

### **General**

- This policy should be read in conjunction with the following school policies: Code of Conduct, Child Protection and Safeguarding, e Safety Policy, ICT Acceptable Use Policy, Use of Photographs Policy, Behaviour, anti-Bullying, Homophobic Bullying.

