ST. ANNE'S C.E.(VC) PRIMARY SCHOOL
MOBILE TECHNOLOGIES POLICY
'Together with God, Making Learning a Life Long Friend'

Approved:	28.11.2024
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We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

Introduction and Aims

At St Anne's CofE Primary School the welfare and well-being of our pupils is paramount. The aim of the Mobile Technology / Phone 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 technology / phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile technology / phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to **ALL** mobile communication devices including SMART technology / phones, SMART watches and portable tablet devices.

Scope

This policy applies to all individuals who have access to personal mobile technology / phones and the above named devices 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:

- Safeguarding Children Policy
- Anti-Bullying Policy

- Guidance on the Use of Photographic Images and Videos of Children in Schools

Code of conduct
A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore 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 behaviour.
• 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 technology / phones within the setting, which is agreed to by all users:

Personal Devices – Staff (Including teachers, teaching assistants, office staff and volunteers)

Staff are not permitted to make/receive calls/texts or personal emails during contact time with children. Emergency contact should be made via the school office.

Staff should have their technology / phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.

Mobile technology / phones should not be used in a space where children are present (e.g. classroom, playground, corridor).

Use of technology / phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms unless using 2-factor authentication to access the school computer systems.

It is also advised that staff security-protect access to functions of their technology / phone.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their technology / phone in case of having to receive an emergency call.

Staff are not at any time permitted to use recording equipment on their mobile technology / phones, for example: to take recordings of children, or sharing images.

Legitimate recordings and photographs should be captured using school equipment such as cameras and Ipads.

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

Mobile Technology / phones for work related purposes

We recognise that mobile technology / phones provides a useful means of communication on off-site activities. School devices are provided for such contact. However, should school devices not be available staff should ensure that:

Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children) unless

Mobile technology / phones should not be used to make contact with parents during school trips unless in an emergency– all relevant communications should be made via the school office.

Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their technology / phone to take photographs of children.

When it is necessary to contact parents using a personal mobile technology / phone, this must be from a withhold number.

Personal Mobiles – Pupils

We recognise that mobile technology / 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 recognize 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 technology / phones or devices that are able to access Wifi connectivity at school or on trips

We only allow children in Years 5/6 to bring mobile technology to school. If in the event of a parent wishing for his/her child in Years 5/6 to bring mobile technology / phone to school, the following must be adhered to:

- the parent must sign a disclosure form available from the school office
- the technology / phone must be handed in, switched off (upon arrival at the school gates before entering premises), to the class teacher first thing in the morning and returned as the child exits the school and not turned on until the child leaves the school. (the technology / phone is left at the owner's own risk).

Mobile technology / phones brought to school without permission will be confiscated and returned at the end of the day.

Where mobile technology / phones are used (including out of school) to bully or intimidate others, the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

All non-teaching staff (E.g. Lunchtime supervisors/cleaners)

Mobile technology / phones must be switched off and not used whilst on duty.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile technology / 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 technology / phones in school and signing in will mean they will adhere to the policy.

The school acceptable use agreements for staff, learners and parents/carers will give consideration to the use of mobile technologies

The school allows:

	School/devices			Personal devices		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device[1]	Learner owned	Staff owned	Visitor owned
Allowed in school	**Yes**	**Yes**	**Yes**	Yes Y56 No rest of school	Yes	Yes
Full network access	Yes	Yes				
Internet only			Yes			Yes with permission
No network access				Yes	Yes	

- The school has provided technical solutions for the safe use of mobile technology for school devices
  - All school devices are controlled though the use of Mobile Device Management software
  - Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g Internet only access, network access allowed, shared folder network access)
  - The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
  - For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted

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[1] Authorised device – purchased by the learner/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school

- o Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user. These may include; revoking the link between MDM software and the device, removing proxy settings, ensuring no sensitive data is removed from the network, uninstalling school-licenced software etc.
- o All school devices are subject to routine monitoring
- o Pro-active monitoring has been implemented to monitor activity

- When personal devices are permitted:
  - o 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
  - o The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
  - o The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
  - o The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security
  - o The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues

- **Users** are expected to act responsibly, safely and respectfully in line with current acceptable use agreements, in addition;
  - o Devices may not be used in tests or exams
  - o Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements
  - o Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
  - o Users are responsible for charging their own devices and for protecting and looking after their devices while in the school
  - o Personal devices should be charged before being brought to the school as the charging of personal devices is not permitted during the school day

o Devices must be in silent mode on the school site and on school buses

o School devices are provided to support learning. It is expected that learners will bring devices to the school as required.

o Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.

o The changing of settings (exceptions include personal settings such as font size, brightness, etc…) that would stop the device working as it was originally set up and intended to work is not permitted

o The software/apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps

o The school will ensure that devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to learners on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.

o Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.

o Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately

Cameras

Photographs are taken for the purpose of recording a child or a group of children participating in activities and celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage as well as throughout the school.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated school cameras or tablets are to be used to take any photo within the setting or on outings.
- Images taken on this camera or tablet must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff members are responsible for the location of the camera / ipad; this should be placed in a drawer out of sight when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible- ideally once a week.

- Key people are responsible for down-loading and printing their own key children's photographs. These must be downloaded onto the school cloud storage, which MUST be password protected.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Head teacher. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head teacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Staff must use the logging concern form and body map to record factual observations relating to child protection concerns – available from Safeguarding lead.
- The school's mobile technology / phone or technological devices must only be used for work related matters
- Technological devices, technology / phones and cameras should not be taken off the premises without prior permission – permission is granted for the use of school IPADS to be taken home as long as they are pass code protected
- In circumstances where there is a suspicion that the material on a mobile technology / phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO)

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

We therefore ask that parents' usage of mobile technology / phones, whilst on the school site is *courteous* and *appropriate* to the school environment.
We allow parents to photograph or video school events such as sports day etc. using their mobile technology / phones or cameras –**however, we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own**.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Dissemination
The mobile technology / 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.