



# MOBILE TECHNOLOGY POLICY

**Autumn 2021**

**This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure**



St Martin's School



## **Introduction**

Whinless Down Academy recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

The aim of the Mobile 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. It is recognised that it is the enhanced functions of many mobile 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.

## **Scope**

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, the governing body, WDAT trustees, children, parents, carers, visitors and contractors. This list is not exhaustive.

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

- Child Protection & Safeguarding Policy
- Anti-Bullying Policy
- Safe Image Use Policy
- Online Safety Policy
- Acceptable Use Policy

## **Expectations**

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of staff are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- All members of staff are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are only permitted to be used in adult specific areas, such as the staff room (at break and lunchtimes) and personal offices during school hours.

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our conduct policy.
- All members of staff are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

### **Staff Use of Personal Devices and Mobile Phones**

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as: confidentiality, child protection, data security and acceptable use.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during the school day.
  - Keep mobile phones and personal devices switched off or switched to 'silent' mode. They are to be kept where they are not visible in areas when children may be present (this includes classrooms during break and lunchtime).
  - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during the school day
  - Do not use personal devices during teaching periods.
  - Give family members the school landline number in case of an emergency. In exceptional circumstances permission can be sought from the Head of School.
  - Only use mobile phones and personal devices in adult specific areas, such as the staff room (at break and lunchtimes) and personal offices, during school hours.
  - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
  - If mobile phones and/or personal devices are being used as a means of communicate during a school trip, it must be added to the risk assessment and MUST not be used for photos.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers. Any pre-existing relationships, which could undermine this, will be discussed with the DSL and/or Head of School.
- Staff will not use personal devices:
  - To take photos or videos of learners and will only use work-provided equipment for this purpose.
  - Directly with learners and will only use work-provided equipment during lessons/educational activities.

- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy. If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

### **Learners Use of Personal Devices and Mobile Phones**

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Pupils are not permitted to have phones at school. If they do they are to be left with the school office during the school day.
- If a learner needs to contact his/her parents or carers they will be allowed to use a school phone.
- Parents are advised to contact their child via the setting office; exceptions may be permitted on a case-by-case basis, as approved by the Head of School.
- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place.
- If a learner requires access to a personal device in exceptional circumstances e.g. medical assistance, it must be discussed with the Headteacher prior to it being permitted.

### **Visitors' Use of Personal Devices and Mobile Phones**

- Visitors to the school will have their attention drawn to the no phone zones identified within the school and asked to switch off their mobile phone for the duration of the visit.
- Appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL or Head of School of any breaches our policy.

### **Officially provided mobile phones and devices**

- Staff who have a school provided mobile phones and/or device will ensure they are suitably protected via a passcode/password/pin and must only be accessed or used by identified members of staff only.
- Where staff will be informed prior to use that activity may be monitored for safeguarding reasons and to ensure policy compliance.
- School provided mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.