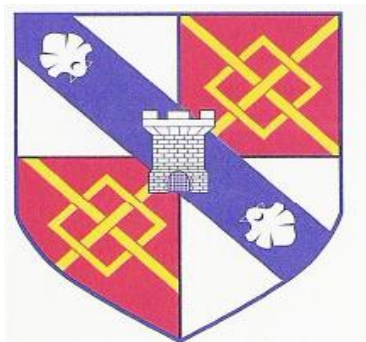


EARL SPENCER PRIMARY SCHOOL

"STRIVING FOR EXCELLENCE"



Personal Mobile Technologies Policy

Date reviewed: 17th January 2023

Responsible Personnel: Head Teacher

Adopted: 9 February 2021
To be reviewed on Biennial Basis

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1. Introduction and aims

At Earl Spencer Primary School we recognise that personal mobile technologies (including smart phones, smart watches and any other technology that provide access to the internet) are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

Promote, and set an example for, safe and responsible personal mobile technology use

Set clear guidelines for the use of personal mobile technologies for pupils, staff, parents and volunteers

Support the school's other policies, especially those related to child protection, behaviour and online safety.

This policy also aims to address some of the challenges posed by personal mobile technologies in school, such as:

Risks to child protection

Data protection issues

Potential for lesson disruption

Risk of theft, loss, or damage

Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The head teachers are responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of personal mobile technologies by staff

3.1 Personal mobile technologies

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal

mobile technologies must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their mobile phone during contact time. For instance:

- For emergency contact by their child, or their child's school

- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01604 751130 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile technology to process personal data, or any other confidential school information.

More details around this can be found in our Data Protection Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their personal mobile technology to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile technologies for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations

- Supervising off-site trips

- Supervising residential visits

The school has a mobile phone available for staff supervising school trips and residential visits- personal phones should not be necessary.

However in emergency situations, staff will:

- Use their personal mobile phone in an appropriate and professional manner, in line with our staff code of conduct

- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

It is acceptable that staff may need to use personal mobile technology on school trips and visits in cases of an emergency. However, the visit leader will have access to the main school mobile.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of personal mobile technology by pupils

As set out in the Online Safety Policy, pupils may not bring mobile devices into school- this includes any device that can be used for any type of communication, that can allow access to apps that support learning or socialising and/or enables any access to the internet (e.g. mobile phones or smart watches). However we do know that there may be times where a child may need a mobile phone- for example a child in Upper Key Stage 2 who may be walking home alone on a particular day. In these cases the parent should inform the school office and class teacher the reason the child needs a personal mobile phone in school on that day. The personal mobile phone must be handed to the class teacher first thing in the morning, who will keep the phone in a secure lockbox within the classroom. Each case will be taken on an individual basis and any decision made is at the school's discretion. The school will take no responsibility for any damages caused to the phone whilst it is on the school site.

Pupils must adhere to the school's code of conduct & acceptable use agreement for any personal mobile technology use (see appendix 1 & 2).

4.1 Sanctions

If pupils are in breach of this policy, the personal mobile technology will be confiscated and parents will need to contact the school office to arrange to collect them from the class teacher or school office. The key stage line manager will also contact parents to discuss the breach.

Repeated breaches will be dealt with alongside the behaviour policy.

If the school suspects that a pupil is using their personal mobile technology inappropriately we will search a pupil's personal mobile technology using the DfE's guidance on searching, screening

and confiscation. If appropriate we will again respond to breaches using the behaviour policy and if necessary the safeguarding policy.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

Sexting

Threats of violence or assault

Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of Personal mobile technology by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

Not taking pictures or recordings of any pupil other than their own son/daughter.

Using any photographs or recordings for personal use only, and not posting on social media without consent

Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for personal mobile technology use when they sign in at reception or attend a public event at school.

A poster explaining the rules regarding personal mobile technology usage in the school, is available in the school office and is visible for all parents, volunteers and visitors to view upon entering the school.

Parents or volunteers supervising school trips or residential visits must not:

Use their phone to make contact with other parents

Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for any personal mobile technology that is lost, damaged or stolen on school premises or during school visits or trips, or while pupils are travelling to and from school. We will ensure that all adults are aware of the school policy with regards to the use of personal mobile technologies on the school site by:

- Putting signs up in the school entryway or office

- Include disclaimers in our permission forms for bringing a phone to school

- Include a disclaimer in our home-school agreement

- Provide a copy of our policy and disclaimer to new pupils and parents

Confiscated phones will be stored in the school office or with the class teacher in a locked cabinet. The school will ensure the phone is locked away safely until it can be collected at an agreed time by the child's parent.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils

- Feedback from teachers

- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations

The governors are responsible for monitoring the policy every 2 years, reviewing it, and holding the head teachers accountable for its implementation.

8. Appendix 1: Code of conduct/acceptable use agreement for pupils

"I agree not to bring a personal mobile technology to school or on school trips unless a teacher has permitted me to do so in writing."

You must obey the following rules if you bring your Personal mobile technology to school:

1. You may not use your personal mobile technology during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You must hand your personal mobile technology (including your phone and/or smart watch) in to your class teacher as soon as you enter the classroom at the start of the school day.
4. You may not use your personal mobile technology in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your personal mobile technologies passwords or access codes with anyone else.
8. Don't use your personal mobile technology to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Don't use your personal mobile technology to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your personal mobile technology even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on your personal mobile technology or when using social media. This language is not permitted under the school's behaviour policy.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Personal mobile technologies are not permitted in any internal or external exam or test environment. If you have personal mobile technology, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing personal mobile technology into the test room can result in your exam being declared invalid.

9. Appendix 2: Permission form allowing a pupil to bring their mobile phone to school



Pupil Mobile Phone Permission Form

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow _____ to bring his/her mobile phone to school because he/she:

List the appropriate reasons here. We've listed some common exceptions below (you can delete as required):

Travels to and from school alone

Is a young carer

Attends clubs before or after-school where a mobile phone is required to contact parents

Pupils who bring a mobile phone to school must abide by the school's policy on the use of Personal Mobile Technologies, and the Personal Mobile Technology Code of Conduct for Pupils.

Pupils brings their mobile phone to school at their own risk and parents signing this agreement understand the risk.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 3: Personal mobile technology information slip for visitors



Use of mobile phones in our school.

Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use mobile phones where pupils are present. If you must use your mobile phones, you may go to the staffroom.

Do not take photos or recordings of pupils or staff.

Do not use your mobile phones in lessons, or when working with pupils.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our personal mobile technology policy is available from the school office.



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11. Appendix 4: Poster for mobile phone use in the school



