



Seamer and Irton CP School

Mobile Phone and Smart Technology Policy

Policy name	Mobile Phone and Smart Technology Policy V1.0
Frequency of review	Biennial
Governor lead	Bethany Taylor
Lead member of staff	Robert Webb
Reviewed on	November 2022
Reviewed by	Governing Board
Next review	November 2024

Document history

Date	Changes	Version
November 2022	New policy to support Online Safety and Acceptable Use policies	V1.0

Policy aims and scope

The purpose of this policy is to safeguard and promote the welfare of all members of the Seamer and Irton CP School community when using mobile devices and smart technology.

Seamer and Irton CP School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile and smart technology.

This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.

This policy applies to learners, parents/carers and all staff, including visiting practitioners, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as "staff" in this policy).

Links with other policies

This policy links with several other school policies, and should be read in conjunction with:

- Keeping Children Safe in Education 2022
- Child Protection Policy
- Online Safety Policy
- Acceptable Use Policies (AUP)
- Staff Code of Conduct
- Behaviour Policy
- Anti-bullying Policy

Statutory regulation

The Early Years Safeguarding and Welfare requirements (section 3) require all schools to have a clear policy on the use of personal mobile phones and devices. This policy applies to all year groups, including EYFS.

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 behaviours.
- 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 phones within the setting, which is agreed to by all users:

Personal Devices – staff

- Staff in all year groups must have their phones switched off or to silent, and they must be kept out of sight.
- Staff are NOT permitted to make / receive calls / texts during contact time with children.

- Mobile phones or any other personal technology must not be used in a space where children are present – this includes phones and digital watches where messages can be made.
- Staff must protect their mobile phones with security features.
- Should there be exceptional circumstances when a phone is needed during contact time, the Headteacher should be consulted and authorisation may be granted. The school phone number can be given out by staff for emergency use – for example to the school of a staff member’s child.
- Staff are not permitted to use recording equipment on their personal devices for photographic or video footage. School equipment must be used.
- Staff should report inappropriate usage to the Headteacher

Mobile phones for work related purposes

We recognise that on occasions, a mobile phone may be used for off-site activities, as an appropriate method of communication. Staff should ensure that:

- Mobile phone use is appropriate and professional.
- Mobile phones should not be used to contact parents – unless personal numbers are withheld (for example using the prefix 141) or deemed an emergency or exceptional circumstances.
- Where parents are accompanying children on trips, they must be informed that it should not be used to inform other parents or take photographs.
- Photographs are taken on school iPads.

Personal Devices – Pupils

We realise that mobile phones have become an important part of everyday life for many children and that they can be a method of keeping them safe and secure. However we also recognise that they can prove to be a distraction in school and can be a means of bullying or intimidating others. Therefore:

- Mobile phones and smart devices are not encouraged to be brought into school.
- If a pupil does bring in a mobile phone for issues of personal safety, it must be switched off and handed into the class teacher immediately.
- The class teacher will allow children to collect their mobile phone at the end of the day – the phone should remain switched off until the child is off the school premises.

- Mobile phones are not allowed on trips or residential visits.
- Fitness trackers such as Fitbits or similar step devices will be permitted but must not distract through the school day.
- Electronic watches such as Apple Watches or devices that can be used as phones/cameras will not be permitted.

Where technology is used on or off site to bully or intimidate others, the Headteacher 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'.

Volunteers, visitors, Governors and Contractors

All visitors, volunteers, governors and contractors are expected to follow our policy whilst on the premises. This is shared on their arrival at school. Phones must be turned off and put away. They should not be out in front of pupils unless permission has been given to do so by the headteacher.

Parents

We allow parents to photograph or video school events such as shows or sports day using mobile phones – **but insist that parents do not publish any images (including on any social media sites) that include children other than their own.**

Extract from Parent/Carer Acceptable Use Policy

*At Seamer and Irton CP School, we are happy for parents and carers to take photos and video of events for **personal use**. We would like to remind parents that photographs can be considered personal data under the Data Protection Act 1998. Parents should only film/photograph their own child/children. However, in reality, we acknowledge that other children are likely to appear in the background. We request that these images are not distributed or shared on social media/image platforms. This is to protect all members of the community.*

We must ensure that we protect and safeguard all children and staff, including those who do not want to have their images stored online, whether for legal reasons, as part of a child protection order, or other personal circumstances (even if they are in the background of a photo or video of your own child).

Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use.

Parents working on a voluntary basis in school would be expected to follow our policy whilst on site.

Dissemination

This policy will be shared with staff, external providers and volunteers on induction. It will be available to parents on the school website.