



NORTHMEAD JUNIOR SCHOOL

Mobile Device Policy

Overview

This Mobile device policy was created to safeguard the pupils and staff at Northmead Junior School from any form of inappropriate use of technology. It sits alongside all e-safety policies already in place. As a school we recognise that technology plays an important and positive role in children's lives, both educationally and socially. We are committed to helping all members of our school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

The following Policy is based on Department for Education guidance, in collaboration with SWGfL (South West Grid for Learning)

Introduction School Aims

Our Mobile device policy reflects our school aims which are:

- To provide a broad and balanced curriculum that ensures each child has a high quality, stimulating, varied and inclusive learning experience, which encourages creativity, enjoyment and excellence.
- To build committed, supportive and effective teams, operating within a united whole.
- To develop self-esteem and a positive attitude towards others.
- To raise each child's expectation of what they can achieve both now and in preparation for adult life

Policy Aims

The aims of this policy are to ensure that:

- Pupils, staff and parents are educated to understand the need to use handheld devices and mobile phones appropriately and what the consequences of inappropriate use can be
- Knowledge, policies and procedures are in place to prevent incidents of inappropriate use in school or within the school community
- There are measures in place to deal effectively with cases of inappropriate use
- The Leadership team monitor the effectiveness of prevention measures

This policy sets out what is 'acceptable' and 'unacceptable' use of mobile phone and handheld devices by the whole school community (pupils, staff and visitors) while they are at School or undertaking school activities away from school.

This applies to all individuals who have access to personal and/or work-related handheld devices within the broadest context of the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, pupils, governors, visitors, contractors and community users. This list is not exhaustive.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should handheld devices be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School's staff and pupils from undesirable materials, filming, intimidation or harassment.

General issues

- Mobile phones and personally-owned mobile devices brought into school are entirely at the staff member, pupil's & parent's or visitor's own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the headteacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- The School follows the UKCCIS (UK Council for Child Internet Safety) guidance – "Responding to sexting in schools and colleges". This guidance is also reflected in the School's policy for Safeguarding and Child Protection.
- Where parents need to contact their child during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at times other than their break times.
- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be silent at all times.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

Pupils' use of personal devices

- The School strongly advises that pupil mobile phones should not be brought into school. If a pupil brings a mobile phone into school it must be handed in to the school office on arrival. The phone must remain there until the end of the day, when they may retrieve them. Pupils will only be allowed to use mobile phones when outside school premises.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for the journey to and from school their own safety.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

Staff use of personal devices

- Staff members may use their phones during school break times.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the school in a professional capacity.
- Staff will be issued with a school phone where contact with pupils, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode and should not be on view. Devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by turning off 'show caller ID' in settings) their own mobile number for confidentiality purposes.

Policy reviewed	Autumn 2020
Date of next review	Autumn 2021