

In partnership to
Educate, Nurture & Empower



Abbey Multi Academy Trust

POLICIES & PROCEDURES

Mobile and Smart Technology Policy

Date Policy Approved: 30th September 2023

Approving Body: Board of Trustees

Next Review Date: 29th September 2024

Previous Review Date: 23rd March 2022

1. Policy aims and scope

- This policy has been written by Lightcliffe C of E Primary building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2023, [Early Years and Foundation Stage](#), '[Working Together to Safeguard Children](#)' 2018 and the relevant local authority procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the Lightcliffe C of E Primary community when using mobile devices and smart technology.
 - Lightcliffe C of E Primary 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.
 - As outlined in our Child Protection Policy, the Senior Designated Safeguarding Lead (DSL) and co-headteacher, Kate Dunkley, is recognised as having overall responsibility for online safety. Adelle Hustler, deputy DSL and co-headteacher, will be responsible in the absence of Kate Dunkley.
- 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 the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
 - Anti-bullying policy
 - Acceptable Use policies (AUP)
 - Positive Behaviour Management policy
 - Safeguarding and Child Protection policy
 - Code of Conduct policy
 - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
 - Online Safety policy

3. Safe use of mobile and smart technology expectations

- Lightcliffe C of E Primary recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Lightcliffe C of E Primary community are advised to:
 - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms and toilets.
- 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 in line with our policies.
- All members of the Lightcliffe C of E Primary community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour, child protection or code of conduct policies.

4. School/setting-provided mobile phones and devices

- Staff providing formal remote learning will do so using school provided equipment in accordance with our acceptable use policy/remote learning protocols.
- School mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff and/or learners.
- School mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff *and/or* learners are using *school* provided mobile phones *and/or* devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security staff code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place during lesson time.

- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Not use personal devices during teaching periods unless written permission has been given by the headteacher, such as in emergency circumstances.
- Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Staff will only use school provided equipment (not personal devices):
 - to take photos or videos of learners in line with our image use policy.
 - to work directly with learners during lessons/educational activities.
 - to communicate with parents/carers.
- 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 or circumstance, which could compromise staff's ability to comply with this, will be discussed with one of the co-headteachers.
- Where remote learning activities take place, including off-site visits, staff will use school provided equipment. If this is not available, staff will only use personal devices using code 141, with prior approval from one of the co-headteachers following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy and the remote learning protocols.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct 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 using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

6. Learners use of mobile and smart technology

- Learners will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources.
- Only Year 6 pupils are permitted to bring mobile phones to school. Year 5 pupils may be permitted to bring in a mobile phone in exceptional circumstances with the permission one of the co-headteachers.
- Pupils are not permitted to bring smart watches or other personal devices to school.
- Mobile phones will not be used on site by learners.

- Lightcliffe C of E Primary expects learners' personal devices and mobile phones to be kept safe and secure when on site. This means:
 - That the device is switched off on entering the school premises. Pupil mobile phones will be placed in the mobile phone box on entry into school. This will then be taken by a member of staff to be kept securely in the school office until the end of the day when the devices will be returned.
- If a learner needs to contact their parents or carers whilst on site, the school office staff will do so on their behalf.
- If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with one of the co-headteachers prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and Remote Learning protocols.
- Mobile phones and personal devices must not be taken into examinations. Learners found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
- Any concerns regarding learners' use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
 - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our Safeguarding and Child Protection policy, Positive Behaviour Management policy or Anti-Bullying policy.
 - Learners' mobile phones or devices may be searched by an authorised member of staff in accordance with guidance within the [Department for Education's guidance on Searching, Screening and Confiscation](#).
 - Mobile phones and devices that have been confiscated will be held securely in the school office and released to parents/carers at the end of the day.
 - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our Positive Behaviour Management policy.
 - Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
 - Where there is a concern that a child is at risk of harm, we will respond in line with our Safeguarding and Child Protection policy.
 - If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that use of mobile phones and personal devices are not permitted where pupils are present.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our Acceptable Use of Technology policy and other associated policies, including our Safeguarding and Child Protection policy.
- If visitors require access to mobile and smart technology, for example when working with learners as part of multi-agency activity, this will be discussed with one of the co-headteachers prior to use being permitted.
 - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the Senior DSL or headteacher of any breaches of our policy.
- Visitors are not permitted to make recordings of meetings on their own devices; if necessary the academy will provide a minute taker. If the academy wishes to record a virtual meeting that is taking place with parents / external parties, this should be made clear at the start of the meeting and permission sought from all those in attendance for the recording to take place. Meetings should only be recorded, by the academy, for the purpose of creating minutes / notes of the meeting. Once the minutes/notes have been created, the recording should be erased.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Lightcliffe C of E Primary will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the Senior DSL (or a deputy) or one of the co-headteachers will seek advice in accordance with our child protection policy.

