



## Policy for Use of Mobile Phones, Smart Watch, Camera and Electronic Devices.

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<b>Next Review:</b>	September 2026

### Introduction and aims

It is widely recognised that many children have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 3G, 4G and increasingly 5G. For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phones, smart watches and any other smart device causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players, smart watches and any other smart device.

### The guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

### Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

### All staff:

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.

- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room during the staff member's breaktime.
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place (drawers or bags), out of reach of children and smart watches silenced during lesson times.

### **Safeguarding**

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used in the staff room.
- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes then school equipment must be used unless agreed in advance by the Headteacher in specific emergency circumstances. If this agreement is given, boundaries, protocols for supervision and image deletion will be agreed with the Headteacher and confirmation of protocols being followed given.
- In circumstances such as outings and off site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency.
- Staff should not allow themselves to be photographed by a pupil(s).

### **Using a personal mobile for work purposes**

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Parental contact in emergency's (mobile phones setting that allow for the number not to be identified should be used)
- Checking office email for parent communication when at the gate
- Online/ZOOM/TEAMS meeting and communication where the school Wi-Fi is not working This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

### **Pupils:**

We recognise that the majority of pupils may own a mobile phones to school and many may well wear a smart watch outside of school. Expectations around phone and smart watch usage and devices are clearly communicated here to all pupils and parents.

Pupils should not bring mobile phones into school or wear smart watches or any other smart device (that can connect to other networks or devices or take images) in school.

If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g., in the case of older pupils because they travel to and from school independently), then the expectation is that permission is requested from the Headteacher and a protocol agreed including that the pupil hands their phone into the school office and it is left switched off and out of sight.

- Pupils are strongly discouraged from bringing camera phones into school because of their higher value.
- The camera on the phone must never be used by a child to take photographs or video of another child or staff.
- No such images can be published on the internet (especially a Social Networking site).
- Pupils remain responsible for their own property and will bear the responsibility of any losses.

Pupils who ignore this policy and use a mobile on school premises without permission will be required to hand over their phone to a member of staff and parents will be asked to collect it subsequently from the school office.

If a member of the staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.

Any failure to comply with the above guidelines may result in normal disciplinary action to be taken up to and including the consideration of permanent exclusion of the student concerned.

Where a mobile phone is used as a medical device to manage an insulin pump, this must be detailed in their Individual Health Care Plan (IHCP). The device must be PIN protected with only identified staff (and the pupil if age appropriate) having knowledge of this PIN. The device must only be used as detailed in the IHCP and the child's parent is responsible for ensuring that the camera and other features not relevant to the IHCP are disabled.

#### **Parents, visitors and contractors:**

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site.

Should phone calls and/or texts need to be taken or made, visitors are asked to leave the premises to do so.

Parents and adults in school should not use their phones and must not take images of any pupils except:

- Where parents are watching an assembly or production and permission is given by the teacher in charge, images can be taken as long as the responsible person taking the images has signed the consent form or a form declaring the images are of their own child, for personal use and will not be shared on social networking sites.
- Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and the Parent Information Pack and E-Safety Acceptable Use Agreement.

For both staff and pupils, the school retains no liability for any device that is brought into school which is either lost, stolen or damaged.

For both staff and pupils, the school retains no liability for any device that is used in a manner that is against the owners consent.

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

**Inappropriate or illegal content:**

**Smoothwall** monitoring of devices on the school network is in place.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Related Policies and guidance:

- Safeguarding and Child Protection Policy (September 2024)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022
- Keeping Children Safe in Education (September 2024)
- Guidance for schools and other establishments on the use of images (September 2022)
- Data Protection: A toolkit for schools, DfE, (August 2018)

## Mobile/Smart Phone, Smart Watch, Camera & Electronic Device Acceptable Use Agreement

We have reviewed our policy on the use of Mobile/Smart Phone, Smart Watch, Camera & Electronic Devices. In accordance with this policy, please would you sign the form below to give permission for your child to bring a mobile phone to school.

For the purpose of this Agreement, please read 'Phone' to mean any Mobile/Smart Phone, Smart Watch, Camera & Electronic Device.

### You agree to the following:

- Your child's phone will be kept in the school office in secure location during the school day.
- The school bears no responsibility for the loss or damage to any mobile phone.
- Your child's phone should be appropriately marked/labelled so that it can be identified.
- Your child's phone should remain switched off during the school day and will not be turned on whilst on school premises.
- The school reserves the right to withdraw the privilege of bringing a mobile phone to school if we find the phone to be used inappropriately.
- Parents should talk to their children about the appropriate use of such devices in accordance with the Mobile/Smart Phone, Smart Watch, Camera & Electronic Device Policy.

### Parental Consent

I give permission for my child (name) \_\_\_\_\_ Year \_\_\_\_\_

to bring their phone/electronic device to school. The reason my child needs their device at school is:

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I have read the policy and understand our responsibilities.

I agree to the above.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_