



## Moblie Technology Policy January 2018

### **Rationale**

The safety of pupils in Brockley Primary School is of the utmost importance. In recent years, developments in mobile technology have been extensive and rapid, (mobile phones, laptops, iPods, iPhones, MP3 players, memory sticks, DSs). These devices can now do much more than just make voice calls. Integrated cameras, video messaging, mobile access to the internet are now commonplace, allowing access to a whole range of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology. The age of ownership of such technology, including mobile phones is becoming ever lower. However, as with any technology there are associated risks and children need to understand these and develop appropriate strategies and behaviour for keeping themselves safe, as well as understand their responsibilities in ensuring there is no misuse of their device.

Parents should also be aware of the risks and responsibilities of this modern system of communication as it affects their children in school. There may be times when students are photographed as part of normal school activity. Any parent not wishing their child to be included in this should make this known to the school in writing usually on the permissions form completed on admission. This includes

photos for display around the school, on our website or newsletter and in the local press.

### **Aims**

- To inform staff, pupils and parents about the use of mobile technology in the school
- To ensure staff, pupils and parents are familiar with the school policy on pupil use of personal mobile technology in school
- To highlight the child protection issues of using camera and video phone technology in school.
- To counter the use of text / instant messaging in school as a form of bullying.
- To determine exactly if and when mobile phone use is permitted in the school.
- To offer safety guidelines to pupils/staff/visitors on general mobile use.
- To encourage responsible use of devices and outline consequences of not adhering to school policy on the use of mobile phones and other electronic gadgets.
- To outline the consequences of not adhering to the school mobile technology policy.
- To outline who has responsibility in the case of loss, theft or damage of mobile technology.

### **Pupil Use**

As there is no legitimate use for mobiles on school premises, pupils may not use them for any purpose whilst on the school premises. If pupils have sought permission from the Headteacher to bring in mobile phones to school, they must be switched off, submitted to the school office at the start of the school day and collected from the office at 3.15pm.

In the case of any child being involved in an accident or an emergency arising then the school will contact the parents or guardians concerned.

Pupils who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.

Pupils may not use mobile phones to take or send multimedia messages and the taking of photographs is strictly forbidden. Electronic devices such as DS game machines are not permitted in the school. Pupils may not bring mobile phones or electronic devices on school trips or outings.

Again in the event of an emergency the school will contact parents.

Responsibility for the safe keeping of electronic devices remains with the child. The school or an individual member of staff cannot accept responsibility for loss or damage. Pupils bringing mobile phones into school must ensure there is no inappropriate content on the device. The sending of inappropriate text/ instant messaging messages between any members of the school community and the wider community is not allowed. Instances of cyber bullying of pupils or staff will be

regarded as extremely serious and dealt with in line with the school's child protection procedures.

Parents will be informed of anyone involved in inappropriate usage.

Pupils are aware that any misuse of mobile phones or devices should be reported to a member of staff immediately.

### **Visitors**

- Visitors should not use their personal mobile devices during pupil contact. These should be turned off whilst in school.
- Parents/carers are not permitted to take photos/videos during assemblies or other school performances of any other children apart from their own and are asked not to publish photographs on social media
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

### **Adult/Staff Use**

- Staff are advised to use passwords/pin-codes to ensure their phone and other equipment cannot be used by an unauthorised person.
- Staff must not to give their home telephone number or their mobile phone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed necessary.
- The school has a mobile and the number can be given to parents to contact named person on visits such as residential /critical incidents.
- Photographs and videos of pupils must not be taken with any mobile phones.
- Staff must not use their mobile phones during pupil contact time. Phones should be stored in lockers in the staffroom and not out on display.
- In exceptional circumstances, e.g. family emergency, staff should seek permission from the Headteacher to use their personal mobile device when in contact with students.
- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, e.g. for observations/school events. These must be cleared and stored on the school system as soon as possible.
- Staff must not make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupil's text messages.
- Staff should not enter into instant messaging communications with pupils using programs such as MSN.
- Staff bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.
- During outdoor visits staff will be provided, when possible, with a school mobile phone and this will be used to contact school or parents should an emergency arise.

### **Responsibility for mobile phones and other mobile devices**

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology. It is the responsibility of

staff, parents, pupils and visitors to make sure that mobile technology is properly insured.

**Review**

Reviewed by the Governors Personnel Committee: November 2017

Next Review Date: February 2018

Staff Member Responsible: Caris Duroe