



Children and learning at the heart of
our CARE-ing community

Old Fletton Primary School Acceptable Use of Mobile Technology Policy

Version 4 - March 2021

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Mobile Technology	A mobile device is any portable multi media device such as phones, cameras and iPads.
Acceptable use	Our aim is for all children to be effectively safeguarded in their setting by staff using any mobile device.
Linked policies	Online Safety & Internet Acceptable Use Policy Code of Conduct Whistleblowing Policy Child Protection & Safeguarding Policy

What is the policy for?	This policy is for all members of the Old Fletton Primary School community (including supply staff, external providers and volunteers) to ensure a common understanding about our expectations on the use of mobile technology.
Who has devised and contributed to this policy?	This policy was initially devised by the Deputy Headteacher and ratified by Governors. Subsequently this has been reviewed and updated by the Headteacher using the LA model policy (March 21).
How will this policy be communicated?	This policy is available on the school website and in the Headteacher's office.
How will this policy be monitored?	The policy will be reviewed every year in line with the policy monitoring schedule.

While mobile phones and other devices are commonplace in today's society, it is recognised that there is the potential for them to be used inappropriately.

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

Most mobile phones now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

The launch on the NHS Test and Trace App, which is available for those aged sixteen or over to download, has reinforced the need for school's to have a clear policy in place with regards to staff, pupil and visitor use of mobile phones.

It is Old Fletton Primary School's intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. Our aim is to have a clear policy on the acceptable use of mobile phones, cameras and iPads (to be referred to as mobile devices throughout the rest of this policy) that is understood and adhered to by all parties concerned without exception

Mobile Phones - Staff

Old Fletton Primary School allows staff to have their personal mobile phones at work for their own use, 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.

- ❖ The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place during lesson times. For example, in a personal bag within a teacher's cupboard.
- ❖ 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. This is unless teachers are having to work from home during the coronavirus pandemic and would need to contact parents/children to check on their wellbeing – in this instant, staff would need to precede any phone call with a blocking system so their phone number is not shared with parents/carers.
- ❖ 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. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- ❖ In circumstances such as outings and off site visits, staff will agree with the Headteacher the appropriate use of personal mobile phones in the event of an emergency.
- ❖ Whilst school staff are encouraged to download the NHS Test and Trace App to their personal devices to support contact tracing, there is no need for personal devices to remain switched on or to be carried upon the staff member's person for the purposes of Test and Trace. Staff are advised to pause the app upon arrival at school and store their phone in the usual way. In the event of a school based contact of a staff member testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. This includes: staff members avoiding skin to skin contact with students; staff members avoiding congregating in areas where social distancing cannot be maintained like staff rooms; seating plans in place for all lessons being adhered to; children being organised into bubbles and contact between bubbles kept to a minimum; timetabling of staff to work with specific bubbles or individuals being adhered to; staff members who teach across bubbles maintained a distance of 2m from pupils wherever possible.
- ❖ Users bringing personal mobile devices into school must ensure there is no inappropriate or illegal content on the device.
- ❖ To comply with Guidance for Safer Working Practice - May 2019, all staff must turn off 3G/4G data access when on school premises. (Refer to page 11 of Guidance for Safer Working Practice - May 2019).
- ❖ Mobile phone calls may only be taken at staff breaks or in staff members own time and in the designated staff area.
- ❖ If members of staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile phone in the designated staff area of the school.

- ❖ If any staff members have a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Headteacher or Deputy Headteacher.
- ❖ All parent helpers/students will be requested to place their bag containing their mobile device in a lockable cupboard, it is then locked away until the end of the session.
- ❖ It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher using the Whistleblowing Policy.
- ❖ Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- ❖ Visitors including Governors will be reminded of school rules.

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.

The Headteacher reserves the right to check the image contents of a member of staff's mobile device should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures to be taken.

Mobile Phones - Pupils

- ❖ Pupils are dissuaded from bringing mobile phones to 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 the pupil hands their phone in to the class teacher upon arrival at school in the morning and then collects it at the end of the school day.
- ❖ Pupil under the age of 16 cannot download the NHS Test and Trace App so there is no need for any amendment to the above arrangements.
- ❖ Pupils must not use their mobile phone on school premises unless there are exceptional circumstances and a member of staff has approved the use.
- ❖ If a pupil is found to be in possession of a mobile phone during school hours it will be confiscated until the end of the day and parents/carers will be notified.

Mobile Phones - Parents, visitors and contractors

Parents, visitors and contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.

Photos of children must not be taken without prior discussion with the Headteacher or Deputy Headteacher and in accordance with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

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

The School will not be displaying a QR code for the NHS Test and Trace programme. We continue to expect visitors not to use their phone in areas where children are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing.

In the event of a school based contact of a visitor testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. As part of our Covid-19 risk assessment, visits to the school are limited to critical business only. In the event of a visitor coming on site they are required to observe social distancing, remaining at least 2m from pupils and staff at all times. If parents/carers need to come on site, for example to collect a child who is displaying symptoms of Covid-19, they are asked to observe social distancing from anyone who is not in their household whilst on the school site.

Cameras/iPads

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an affective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- ❖ Only the designated school cameras and iPads are to be used to take any photo within the setting or on outings.

- ❖ Images taken on these mobile devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- ❖ All staff are responsible for the location of the mobile devices; these should be stored in a cupboard as appropriate.
- ❖ The mobile devices must be locked away at the end of every day.
- ❖ Images taken and stored on the mobile devices must be downloaded in good time.
- ❖ Images must only be downloaded by members of staff.
- ❖ Under no circumstances must mobile devices of any kind be taken into toilets.
- ❖ Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Inappropriate or illegal content

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

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.