



Brickhouse Primary School Mobile Devices Use Policy

Introduction

This policy outlines the acceptable use of mobile devices, the general procedures for using mobile devices and how social media will be used on the mobile devices.

The policy will be followed by all members of staff and parents, to combat the potential risks concerning mobile devices and ensure the benefits are fully utilised.

This policy should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures

Statement of Intent

Use of mobile phones, including camera phones and wrist technology, presents a number of problems. They include the following.

1. Mobile phones can be valuable items and might render a pupil vulnerable to theft;
2. Mobile phones (and their cost and level of sophistication - or otherwise) can make pupils objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
3. Even when apparently silent, the use of mobiles phones for texting purposes could be potentially undermining of classroom discipline and distract the pupils learning.

4. Use of the newer phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

Brickhouse has a clear policy on pupils bringing and accessing mobile phones in school as well as how staff will access and use mobile phones. This policy makes explicit reference to camera mobile phones, as well as wrist technology i.e. Apple Watches

Use of Mobile Phones in School - Children

Governors accept that it is not regarded as realistic to have a policy, which completely prohibits pupils from taking phones to school. However, there are some key considerations that Governors expect to be adhered to.

In general, mobile phones should not be brought to school. School advises all parents to discourage pupils from bringing mobile phones to schools on the grounds that they are valuable and may be lost or stolen.

However, we appreciate that older children, Years 5 & 6, may walk to and from school and parents may wish the child to have a phone. If this is the case the phone must be turned off and given to the class teacher who will store the phone in a secure place until the end of the school day. The school will accept no liability or responsibility what so ever for any mobile phones brought on to the school premises at any time.

Where a school pupil is found by a member of staff to be in unauthorised possession of a mobile phone, as above, the phone will be taken from the child and stored as above. The child may have the phone returned to them at the end of the day. If this is a persistent problem the parent/carer may be informed and the child may be asked not to bring the phone in to school.

Use of Mobile Phones in School - Staff

The school accepts that employees will bring their mobile phones to work. As a rule, staff are not permitted to make/receive calls/texts during work time (excluding break times).

Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display. School cannot take responsibility for items that are lost or stolen.

In the event that an employee has a particular reason, for a specified period of time, they may request, via the manager that they leave their phone on during working hours.

Mobile phones should not be used in a space where children are present (e.g. classroom, playground) and should not be out on display in the classroom.

Staff are reminded of the AUP for phones and internet (See Appendix 1) including taking images of children and the use of social media whilst at school.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

Camera Phones & Wrist Technology

Camera phones enable users to take high-resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or and to other social media.

There is a potential for camera mobile phones to be misused in schools as they can become an instrument of bullying or harassment directed against pupils or/and teachers. Therefore, the staff should follow the AUP (See Appendix 1) to ensure that they meet school requirements with regard to this.

Some of the same can be said of wrist technology. Therefore, staff should again follow the AUP (See Appendix 1) to ensure that they meet school requirements with regard to this.

Date: October 2021

Review: October 2024

Appendix 1 - Technology Acceptable Use Agreement for Staff – Mobile Devices Section

- I will only use school-owned mobile devices for educational purposes.
- I will only use personal mobile devices during out-of-school hours, including break and lunch times.
- I will ensure that mobile devices are either switched off or set to silent mode during school hours, and will only make or receive calls in specific areas, e.g. the staffroom.
- I will ensure mobile devices are stored in a lockable cupboard located in the staffroom or classroom during lesson times.
- I will not use mobile devices to take images or videos of pupils or staff – I will seek permission from the Headteacher before any school-owned mobile device is used to take images or recordings.
- I will not use mobile devices to send inappropriate messages, images or recordings.
- I will ensure that personal and school-owned mobile devices do not contain any inappropriate or illegal content.
- I will not access the WiFi system using personal mobile devices, unless permission has been given by the Headteacher or IT Technician.
- I will not use personal and school-owned mobile devices to communicate with pupils or parents.
- I will not store any images or videos of pupils, staff or parents on any mobile device unless consent has been sought from the individual(s) in the images or videos.
- In line with the above, I will only process images or videos of pupils, staff or parents for the activities for which consent has been sought.
- I will ensure that any school data stored on personal mobile devices is encrypted and pseudonymised and give permission for the IT Technician to erase and wipe data off my device if it is lost or as part of exit procedures.