

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



Our vision **'Every child of God Matters. All in their unique difference are able to flourish'** is about celebrating the uniqueness of every individual. Children at St Peter's understand that **God is Love and whoever lives in love, lives in God and God in them** – 1 John 4:16, serving others through good deeds and transforming society with love. We want children who leave St Peter's to be passionate about serving God and transforming communities through acts of love.

St Peter's C of E Primary School is a mobile phone-free school. In accordance with statutory Department for Education guidance, pupils will not have access to or use mobile phones or smart technology with similar functionality throughout the school day, including during lessons, transitions, break times and lunchtimes. Any exceptions will be considered on an individual basis and will only be permitted where there is a clear medical, safeguarding, SEND or other exceptional need.

Policy aims and scope

This policy has been written by St Peter's School and is an extension of the Online Safety Policy. The purpose of this policy is to safeguard and promote the welfare of all members of the school setting when using mobile devices and smart technology.

St Peter's Primary School 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 Designated Safeguarding Lead (DSL), Claire Law is recognised as having overall responsibility for online safety.

This policy applies to all who have access to and use 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).

The school recognises that a mobile phone-free environment supports pupils' learning, behaviour, attention, relationships, safeguarding and wellbeing by reducing unnecessary distraction and opportunities for inappropriate online activity during the school day.

Pupils will be taught, in an age-appropriate way, about the risks associated with mobile phones and smart technology, including distraction from learning, inappropriate

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



communication, bullying and online harm. Pupils will also be taught about the benefits of a mobile phone-free school environment and encouraged to develop healthy and responsible relationships with technology.

Legislation, statutory guidance and links with other policies

This policy has due regard to relevant legislation and statutory guidance, including:

- Department for Education, Mobile phones in schools statutory guidance
- Keeping Children Safe in Education
- Behaviour in Schools
- Searching, Screening and Confiscation
- Teaching Online Safety in Schools
- Supporting Pupils at School with Medical Conditions
- Equality Act 2010
- Children and Families Act 2014

This policy should be read alongside the school's Behaviour Policy, Child Protection and Safeguarding Policy, Online Safety Policy, Acceptable Use Policies and Staff Code of Conduct.

Safe use of mobile and smart technology expectations

St Peter's C of E Primary School 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 school 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 strong passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices. A strong password should be at least 8 characters long and include numbers, upper and lower-case letters and a special character

Mobile phones and personal devices are not permitted to be used throughout the school day when in the presence of pupils.

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 anti bullying, behaviour, and child protection policies.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



All members of St Peter's C of E Primary School 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 or child protection policies.

School provided mobile phones and devices

Members of staff will be issued with a mobile device (laptop / ipad) in addition to their work email address, where it is a necessary requirement for them to do their job.

School provided devices must be suitably protected via a strong password/PIN and must only be accessed by the individual it is given to. A strong password should be at least 8 characters long and include numbers, upper and lower-case letters and a special character

School provided devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

Staff with school provided devices 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.

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 trust policy and procedures, such as confidentiality, child protection, data security and code of conduct.

Acceptable Use Policies

Staff will be advised to:

- Keep personal mobile phones and personal devices in a safe and secure place (e.g. locker/draw) 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 throughout the school day when in the presence of pupils.

Personal mobile phones must not be used to contact pupils or parents. During school outings, nominated staff will have access to a school mobile phone which can be used for emergency or contact purposes.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



Personal mobile or smart devices are not allowed to join the main school WiFi.

Staff will only use school provided equipment to:

- take photos or videos of learners in line with our image use policy.
- work directly with learners during lessons/educational activities.
- communicate with parents/carers.

Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the head teacher.

If a member of staff breaches our policy, action will be taken in line with our staff disciplinary procedure.

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 staff disciplinary procedure.

Staff Smart watches

Staff are allowed to use smartwatches, but they follow the same policy as mobile phones:

- Staff are not to use their watch to send messages, photos, make phone calls or transfer any other kind of data whilst working with children. Any communications using their smartwatch must be during their own lunch/break time and away from children.
- Staff are not permitted to take or store images of pupils on their smartwatch.
- Personal information about staff, pupils or the school is not to be taken on a smartwatch.
- Smartwatches are not allowed to join the school WiFi.

Pupil's use of mobile and smart technology

Pupils 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.

Mobile phones and/or personal devices will not be used on site by learners. Pupils in KS2 may bring in a mobile phone into school. Parents and carers will need to complete an agreement that their child can bring a device into school.

- Mobile phones or personal devices will not be allowed to be kept in the classroom; all devices must be handed into the office at the start of the day. They must also be turned off.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



- Pupils will not be allowed to use their mobile phone or personal devices during the school day, this includes before and after-school whilst on school site.
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone in the office.
- Parents are only allowed to contact their child via the school office phone/email.
- Reasonable adjustments and exceptions will be considered on an individual basis for pupils with SEND, disabilities, medical conditions or other exceptional circumstances. Decisions will take account of the Equality Act 2010 and the school's duty to support pupils with medical conditions. Where appropriate, arrangements will be recorded within the pupil's Individual Healthcare Plan, support plan and/or an individual risk assessment.
- If a pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the head teacher, and a risk assessment put in place.
- Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
- Any exceptional circumstances agreements (including sanctions for misuse) will be provided in writing and agreed by the pupil and their parents/carers before use is permitted.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers at the end of the day, unless subject to a police enquiry.
- 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 accordance with our Child Protection and Safeguarding Policy and refer the concern to the DSL or deputy DSL as appropriate
- If there is suspicion that material on a pupil'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.

Breaches of this policy will be managed consistently and proportionately in accordance with the school's Behaviour Policy. Consequences may include confiscation of the device and collection by a parent/carer. Repeated or serious breaches may result in additional sanctions in accordance with the Behaviour Policy. Where a breach raises a safeguarding concern, the school's safeguarding procedures will take precedence.

Where a pupil breaches this policy, the school may confiscate a mobile phone or smart device in accordance with the school's Behaviour Policy and current DfE Searching, Screening and Confiscation guidance. Any sanction will be reasonable and proportionate and will take account of the pupil's age, SEND, disability and individual circumstances.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



Any search of a pupil or their possessions will only be undertaken by authorised staff in accordance with statutory powers, current DfE guidance and the school's safeguarding procedures.

Pupil use of smartwatches

Pupils may wear a smartwatch only where the device cannot send or receive messages/notifications independently, access mobile data, take photographs, make recordings or otherwise provide functionality equivalent to a mobile phone. Any permitted smartwatch must not be used to communicate or access online content during the school day.

Educational visits and overnight trips

The school's mobile phone-free expectations apply to educational visits taking place during the school day. For residential visits or activities extending beyond the normal school day, the school will determine appropriate arrangements according to the age of pupils, safeguarding considerations and the nature of the visit. Any arrangements will be communicated clearly to pupils and parents beforehand.

The policy and the reasons for maintaining a mobile phone-free environment will be communicated clearly to parents/carers. Parents are encouraged to support and reinforce the school's expectations and discuss safe, healthy and responsible use of mobile technology with their children.

Visitors' use of mobile and smart technology

Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:

- Mobile phones are not to be used in the classroom or when around any children. Use of mobile phones should only be during break/lunch time and in private areas (i.e. staffroom or meeting rooms).
- Personal devices will not be allowed to join the main Wi-Fi.
- Personal devices are not allowed to take or store images of pupils for any purpose.
- 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.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



Appropriate signage and information are in place at the school entrance to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.

Visitors, including volunteers and contractors are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection. Our Acceptable Use Policy has been put on our sign-in systems and all visitors accept this when signing in.

Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or head teacher of any breaches of our policy.

Policy monitoring and review

Technology evolves and changes rapidly. St Peter's C of E Primary School 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.

The governing body and school leaders will ensure that appropriate filtering and monitoring systems are in place and regularly reviewed to reduce the risk of pupils accessing harmful or inappropriate online content through school systems and devices.

The Governing Body will:

- ensure that this policy reflects current statutory guidance;
- support and challenge leaders regarding its effective implementation;
- ensure that appropriate filtering and monitoring arrangements are in place and regularly reviewed;
- ensure that safeguarding, equality and SEND considerations are reflected within the policy;
- review and approve the policy at least annually.

Responding to policy breaches

All members of the school community are advised 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 pupils to work in partnership with us to resolve issues.

St Peter's C of E Primary School

Mobile Phones, Mobile Devices and Smart Technology Policy



All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns. Pupils, parents, and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.