



Shotton Hall Primary School

Working together to

SHINE

Successful, Happy, Inspired and Nurtured towards Excellence



MOBILE PHONE, WEARABLE TECHNOLOGY AND PERSONAL DEVICES POLICY

Reviewed: 2.3.21

Next review: 2.3.22

Ratified: 12.3.21/ 24.5.21 amended

Signed A.M.Boyd HT

C Barclay COG

Introduction and Aims

At Shotton Hall Primary School the safety, welfare and well-being of our children is very important to us. Therefore, this policy on the use of mobile phones in school and wearable technology, such as Apple watches, and fitness trackers, has been drawn up in the best interests of our children and staff.

The aim of the Mobile Phone and Wearable Tech Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to teaching staff, MDSAs, admin front of house staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Electronic Images Policy
- Online Safety Policy
- ICT Acceptable Use Policy

Amendment 24.5.21: This policy is not applicable to the HT, DHT, SBM and BASO who require their phones during working hours to conduct school business. (post covid many agencies are working from home eg. EDGS, HR, IT services, Legal services, CPOMS soft keys, access to passwords etc.) This use must be confined to the office spaces and not be in the region of pupils. Phones must be kept in locked desk drawer when not in use and strictly not used for personal calls.

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

Personal Mobiles and Wearable Technology- Staff

EMERGENCY CONTACT

- Emergency contact must be made via the school office and the Headteacher must be informed to expect this to ensure cover can be arranged.
- Urgent calls to a member of staff must be directed to the School Office. The Office staff will make urgent personal calls received a priority and inform the Headteacher or DHT immediately where the next step will be considered.
- Staff must provide their family with the school office number 0191 586 4515 in case of emergencies.

MANAGEMENT OF PHONES

- As staff have limited access to lockers and lockers are in a public area in the vicinity of pupils passing, and there is also a risk of standing too close to others when accessing lockers (covid-19) phones are not permitted past the sign in area in reception.
- Phones in school must be handed in to the general office for secure storage. Alternatively, phones can be left in cars or at home. (the school accepts no liability for loss or damage to phones left in cars)
- Under no circumstance must personal phones be in the vicinity of any pupils in class or anywhere on site where a pupil may be.
- Phones can be collected for use at lunch times in the outdoor areas eg in the designated outdoor eating area for staff or in the car park or the Pre-School classroom after 11.50am provided there are no children present.
- Mobile phones must be returned to the school office at the end of lunch and can be collected at the end of the working day.
- Staff are not permitted to make or receive calls, images or texts during working hours (8.15 am - 4.15 pm TAs, 8.35am - 4 pm Teachers) including directed working time, SMT, TLD meetings and PPA with the exception of their lunch times.
- Mobile phones and wearable technology must not be used where children are present. Staff are not permitted to use any photography or recording equipment on their mobile phones, for example: to record children, or share images without express permission of the headteacher beforehand ie. residential visits with limited internet access.
- School cameras and iPads must be used where possible.
- Staff should report any usage of mobile devices or wearable technology that causes them concern to the Headteacher **and Chair of Governors where it is the headteacher.**
- Staff who use any wearable technology must have these set to 'flight mode' which disables the cellular and wi-fi connections.
- It is also advised that staff 'security protect' access to functions of their phone eg passwords, thumbprints.

Mobile Phones for offsite activities

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff must ensure that:

- Mobile phone use on these occasions is appropriate and professional and protects pupils.
- Mobile phones must never be used for personal calls whilst in the presence of children.
- Mobile phones must not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a

distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones in school or on educational visits
- If a parent wishes for his/her child to bring a mobile phone to school (for example if an older child is walking home alone) the phone must be handed in, switched off, to the teacher first thing in the morning and collected from them by the child at home time (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- Where mobile phones or wearable technology are used in or out of school to bully or intimidate others, this will be dealt with in line with our Anti-bullying and Online Safety policies.
- Parents of pupils who are bringing a mobile phone to school are required to complete a mobile phone contract (Appendix 1)

Wearable Technology - Pupils

Shotton Hall Primary School has taken the decision to not allow wearable technology for pupils e.g. Apple watches and fitness trackers. These items can be used as communication devices just like a mobile phone and go against our policy of removing mobile phones from children and restricting use from staff, parents and visitors during the school day. They are also high value items. If a child is found to have wearable technology then this will be treated in the same manner as using a mobile phone.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. Guidance for this (Appendix 2) is displayed in our reception area, and all visitors are made aware of this as they sign into school.

Parents and visitors are requested not to use their mobile phones or any wearable technology in the school building, grounds or when supporting staff offsite for educational visits.

Parents/carers are permitted to take photographs or DVD footage of their own child only, at the end of performances, during events for private use only. Further details of this is included in our Electronic Images Policy

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Sanctions

Staff and pupils that fail to adhere to this policy may face action in line with our disciplinary or behaviour policies.

Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Mobile Phone Contract

Shotton Hall Primary School recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the school day can be disruptive and this agreement outlines how pupil phones will be managed within our school.

Our Pupil Mobile Phone Rules

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off before handing in to the school office.
- Phones should not be turned back on until children have left the school premises.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.
- We currently advise that the use of Smart Watches are not appropriate in school due to risks of loss and damage.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement attached.

Yours Sincerely

Mrs AM Boyd
Headteacher

Shotton Hall Primary School

Mobile Phone Agreement

Our Pupil Mobile Phone Rules

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off before handing in to the school office
- Phones should not be turned back on until children have left the school premises.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Name of Child _____

Reason for needing a mobile phone in school _____

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature _____ Date _____

Pupil: I will follow the school mobile phone rules.

Pupil signature _____ Date _____

Our school online safety co-ordinator is Mrs J Egglestone. Please feel free to contact her if you have any concerns regarding online safety.

Use of mobile phones, wearable technology or personal devices in our school

- ◆ Please keep your mobile phone on silent/vibrate and out of sight while on the school grounds.
- ◆ Please do not use phones where pupils are present. If you must use your phone, you may go to the outdoor seating area at the front of the school.
- ◆ Do not take photos or recordings of pupils unless it is your own child at the end of an assembly or performance and the staff member leading the assembly has advised that this can happen.
- ◆ The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- ◆ A full copy of our mobile phone policy is available from the school office.