



Somerford Primary School

Mobile Technology Policy

Updated : October 2021

Reviewed: November 2022 by MH

Review: October 2023

Reviewed: November 2023 MH

Reviewed: November 2024 MH

Reviewed: November 2025 MH

This policy should be read in conjunction with the:

- Child Protection Policy
- Acceptable Use Policies
- Anti-bullying Policy
- Behaviour Policy
- Youth Produced Sexual Imagery Procedures

Developments in mobile technology have been rapid in recent years, meaning that mobile phones (and other personal devices) can now do much more than make voice calls. Integrated cameras, video messaging, mobile access to the internet and location-based services are now commonplace, allowing access to a whole array of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology and, with increasing rates of ownership at an ever-lower age, mobile phones are no exception. However, as with any technology, there are associated risks: children and young people need to understand the issues and develop appropriate strategies and behaviours for keeping themselves safe.

This policy is based on the Be-Smart guidance and relates to personal mobile devices (eg phones, smart watches, laptops, iPods, iPhones, MP3 players, memory sticks, DSs).

There may be times when students are photographed as part of normal school activity. We ask for parental consent to take and use images. Any parent not wishing their child to be included in this can make this known to the school in writing. This includes photos for our website, social media or newsletter and in the press.

This policy outlines the acceptable use of mobile technology.

Aims of this policy:

- To inform staff, students and parents about safe mobile technology use in school.

- To ensure staff, students and parents are familiar with the school policy of student use of personal mobile technology in school.
- To highlight the child protection issues of using camera and video phone technology in the school.
- To counter the use of text messaging/ instant messaging as a form of bullying.
- To determine exactly when and where mobile phone use is permitted in the school.
- Offer safety guidelines to the students/staff on general mobile phone use.
- 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.

Staff Use: (this means school staff, volunteers and governors)

- The school allows staff to bring in personal mobiles' phones and devices for their own use at certain times.
- Staff are advised to use passwords/pin-codes to ensure their device cannot be used by an unauthorised person.
- There should be no personal use of mobile devices during student contact time.
- In exceptional circumstances, e.g. family emergency, staff should seek permission from SLT to use their personal mobile device when in contact with students.
- Staff should not give their personal mobile phone numbers or personal email addresses to students, parents or carers.
- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, e.g. for observations, school events. Personal mobile devices should not be used.
- Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- During off site visits, staff will be provided with a school mobile phone and this should be used to contact school or parents should an emergency arise.
- Smart watches can be worn but they are not allowed to be used, other than for the time, during contact time with students.

Pupil Use:

- As there is no legitimate use for mobile devices on school premises, pupils may not use them for any purpose whilst on the school premises and must hand them in to the main reception on arrival.
- Pupils who ignore this policy and use a mobile device on school premises will be required to hand over their device to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect the device from the school office.
- If a member of staff of the school has any suspicion that a mobile device has unsuitable material stored on it, pupils will be required to hand over the device to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that material on the device may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation. Parents will need to recover the device from the police in such circumstances.
- Mobile technology must not be used to share inappropriate or offensive imagery or messages at any time.

Emergencies:

- If parents need to contact pupils they should contact the school and a message will be relayed promptly.

Visitor Use:

- Visitors should not use their personal mobile devices in the school building. These should be turned off whilst in school.
- Parents/carers are permitted to take photos/videos during assemblies or other school performances as long as these are of their **own** children **only**. They are reminded of this at each performance. They are also reminded **not** to place photographs or videos showing other children on Facebook or other social media platforms.
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

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 including any confiscated item. It is the responsibility of staff, parents, students and visitors to make sure that mobile technology is properly insured. The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

Consequences for not adhering to Policy

- **Staff-** A decision will be made as to whether disciplinary procedures need to be implemented as this would be a breach of the Policy and the School's Code of Conduct.
- **Pupils-** As well as seizing and handing the phone to the child's parent, the School's Behaviour Policy would be followed.
- **Visitors-** Visitors will be reminded of the Policy and will be asked to leave if they refuse to follow the Policy. Consideration would be given to contacting the visitor's organisation if appropriate.