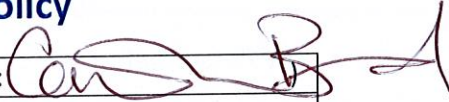
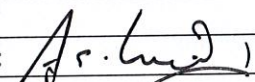


Hanwell Fields Community School

Mobile Phone and Mobile Device Policy

| | | |
|-------------------|---------------|---|
| Signed by | Caroline Bond | Head Teacher (Signature:  |
| Owned by | UL/HFCS | |
| Applies to | Staff | Students |
| | Parents | Governors |
| Reviewed on | January 2021 | |
| To be reviewed on | January 2023 | |
| Version | 1 | |
| Ratified at LGB | Andrew Lister | Chair of Governor (Signature:  |

Introduction

This policy statement is intended to serve as guidance for United Learning schools, which are responsible for developing and implementing their own policy, tailored to their specific context. It is not anticipated that any school will adopt this document without amendment.

The majority of students and staff, for security and practical reasons, feel the need to carry a mobile phone, and for these reasons their use is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that students do not use them unnecessarily and disrupt the effective operation of the school.

This Policy applies to 'standard' mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones, and other 3G/4G and WiFi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and students is regulated, in accordance with Group policy and recognised professional standards of acceptable practice.

This policy should be read as part of *the school's* Safeguarding Policy in conjunction with the *school's* Acceptable Usage policy for Technologies

The school accepts that staff and students are permitted to bring such devices to school but their use is restricted as detailed in this policy.

This policy applies to all members of the school community, including those in our EYFS setting.

This policy is reviewed at least annually by the school senior management, who will report to the Local Governing Body on its implementation on a regular basis.

In accordance with the school's *Provision of Information Policy*, the policy should be made available on the school's website and in hard copy from Reception. It should be read in conjunction with:

- *Behaviour and Discipline Policy*
- *Anti-Bullying Policy*
- *Exclusion Policy*
- *Safeguarding Policy*

The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

Key Personnel

Miss Caroline Bond Head teacher and Peter Crane ICT Technician

Area of Risk

| | |
|-------------------|--|
| Child Protection: | Pictures of children on the at risk register become associated with the school through linked social media platforms |
| Bullying: | Use of mobile technology can make bullying more pervasive and difficult to monitor |
| Staff Protection | Content recorded in lessons, whether overtly or covertly, on mobile devices may cause distress to staff, especially when uploaded to social platforms. |

Procedures

A common sense approach should be followed regarding the use of 3G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

Expectations for safe use of personal devices and mobile phones

Possible Statements:

- *Electronic devices of all kinds that are brought in to school are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.*
- *Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms, toilets and swimming pools.*
- *The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.*
- *Members of staff will be issued with a school/work phone number and email address where contact with pupils or parents/carers is required.*
- *All members of <school /setting name> community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.*
- *All members of <school /setting name> community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.*
- *All members of <school /setting name> community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.*
- *School/setting mobile phones and devices must always be used in accordance with the Acceptable Use Policy*

- *School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.*
- *No content recorded by a student on a personal device should be uploaded to a social media, video sharing (such as YouTube) or photograph sharing site (such as Flickr), without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action*

Pupil use of Mobile Device

- 1) **We do not expect** any children to bring and use mobile devices within school. All devices are brought into school at the pupil's own risk and the responsibility for their safekeeping lies with the pupil. The school will take no liability for loss or damage.
- 2) If they are needed due to pupil safety around walking home (yr6 only) pupils must hand their mobile device in to Reception, where it will be kept in a locked unit and may be collected at the end of the school day.
- 3) Permission must be sought from a member of staff, and authorisation given, before a pupil may be allowed to use a mobile device on school premises.
- 4) Any pupil found using a device on school premises without staff permission, should ordinarily expect to have their device confiscated for the rest of the day and should collect it as instructed. They should also expect their parents to be informed and a meeting held
- 5) If a pupil needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Pupils should not contact home in the case of illness; this should only be done by a member of staff.
- 6) If parents need to contact pupils in an emergency, they should contact the school reception and a message will be taken to the pupil. Parents are reminded that pupils should not have their devices turned on whilst on school premises and, hence, will be unable to check for messages.
- 7) Pupils may only access the internet through the school's network; no independent (for example through a 3G connection) access is permitted.
- 8) The accessing, or updating, of social media platforms is not permitted unless it is part of a structured educational activity.
- 9) Pupils should be aware that under no circumstances should they enter an examination venue with a device, even if it is switched off. To do so will lead to disqualification from that examination and potentially other examinations.
- 10) Pupils should note that the use of all devices on school premises is subject to the school's Technology Acceptable Usage policy.
- 11) If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- 12) Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action
- 13) Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Student Acceptable Use of Technology Policy
- 14) School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's behaviour or bullying policy. The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent/carer. Searches of mobile phone or personal devices will be carried out in accordance with the school's policy.**

Staff Use of Mobile Device

- 1) *Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of students.*
- 2) *Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this must be discussed with leaders/managers.*
- 3) *Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to receive or send personal calls, texts or post content to personal social media platforms.*
- 4) *If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.*
- 5) *Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to pupil learning and cannot be sourced through the school network (in which case, pupils should be made aware that the mobile device has been used for this educational purpose).*
- 6) *Staff must not photograph or video pupils with a personal (mobile digital) device. If it is necessary to regularly take images of students for marketing purposes, then a school owned device should be provided.*
- 7) *Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any pupil area, for example in the Staff Room or in an office, behind closed doors.*
- 8) *Staff should not give out their personal mobile phone numbers, or other communication contact information, to students.*
- 9) *Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.*
- 10) *Bluetooth or other forms of communication should be "hidden" or switched off during lesson times*
- 11) *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 then the police will be contacted and allegations will be responding to following the allegations management policy*

Sanctions for Misuse of Mobile Devices

The school will apply appropriate sanctions to any student or member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images. These sanctions will fall in line with the school behaviour policy and serious incidents. We will as a school involve outside agencies if needed with concerns that may arise.

Security of Mobile Phones and other electronic devices

Students and staff are advised to have their phones/iPods/iPads security marked.

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Students should be advised to lock their devices in their lockers during lessons. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation's insurance policy. Staff should be advised to keep valuables on them at all times, or keep them in the staffroom, though their security there cannot be guaranteed.

Cyber Bullying

Instances of cyber bullying will be punishable in accordance with the school's Anti-Bullying Policy and may even result in exclusion or expulsion (or in disciplinary action, in the case of staff – refer to staff bullying and harassment policy.)

Dealing with Inappropriate Content on Mobile Devices

*If a teacher suspects or is informed that a student has inappropriate content on their mobile device, then the teacher will confiscate the device. The Deputy Head Caroline Bond, (will investigate the matter and report to the Caroline Bond (Head). During their investigations, if the student is formally interviewed, this will be with another member of staff present. A member of staff may investigate content on the mobile device in line with the **school's search policy**. The pupil's parents will be invited to attend the interview. In line with the school's policy on Exclusion, Expulsion, Removal and Review, the student may also be suspended whilst the allegation is being investigated.*

If it is discovered that the student's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the Head will be informed and the Police liaison officer. The mobile device will remain in the possession of the Head until advice from the police has been acted upon. This may include asking all students in possession of the image to delete it, if the image has been forwarded outside the school's control contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the students involved will be notified of the situation to ensure all content on devices in the homes of the students are removed. In-house counselling will be offered to those concerned. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the school's policy on Exclusion, Expulsion, Removal and Review.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the Head, or in her absence one of the Deputy Child Protection Officers (Names can be found in the Safeguarding Policy)

Use of mobile devices: guidelines for staff use (photographs and videos)

Staff working in the EYFS setting are specifically prohibited by EYFS regulations from using their personal devices (cameras, mobile 'phones) to take photographs or videos of children in the EYFS setting for any reason. Only school devices may be used.

*With children in other years, Hanwell Fields Community School recognises that it is not always practical for teachers to borrow the school camera for events and trips and that photographs of such activities form an integral part of key publications such as the Newsletter. Staff are therefore allowed to use their own devices to take photographs of children, if it is not practical to borrow the school camera, **having received authorisation** from their line manager and fully understanding the implications of devices which are synchronised to online storage (see online storage guidance).*

Staff must under no circumstances ever use any photographs of students for anything other than strictly professional purposes. They must never upload photographs or videos of any students onto the internet or social media site. The only exception is for the marketing department to use photographs of students, where parents have given consent, on the school's own website or other school managed social media platforms.

If staff are using social media websites such as Facebook or Twitter to e.g. to set up subject pages, they should not upload any photographs of students themselves, unless they are following strict school guidelines (Use of images policy) and are aware of which students should not be photographed.

After taking photographs of students with their own devices, staff should not store these for any longer than necessary, and once copied onto the school network should be deleted from all personal devices, including online storage.

Before printing any photographs of students in any external publication (e.g. local or national newspapers), parents must give permission for the student's photograph and/or name to be used.

Mobile Device Guidelines for Visitors

- 1. Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's policy.*
- 2. Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.*
- 3. Visitors connecting personal devices to the school's wireless or wired network will be subject to the monitoring and filtering of internet use.*
- 4. The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.*
- 5. Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors*

