

TITTENSOR CE (VC) FIRST SCHOOL



MOBILE TECHNOLOGY POLICY

Review Date:	September 2026
Reviewed By:	Gail Craig and Governing Body
Next Review Date:	September 2027
Name and Signature:	G Craig

TITTENSOR CE (VC) FIRST SCHOOL

Mobile Technology Policy

This policy should be read in conjunction with the school's **Acceptable Use of Computing Systems Policy, Online Safety Policy, Data Protection and GDPR Policy and Digital Video and Images Policy.**

Rationale:

Mobile technology is an integral part of the lives of children and young people. Used responsibly mobile devices such as tablets can enhance both teaching and learning, communication and social experiences.

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 relates to personal mobile devices (e.g. phones, tablets, smart watches, MP3 players, memory sticks, laptops, DSs and other electronic gaming devices).

There may be times when students are photographed as part of normal school activity. This is specified and agreed by parents on entry to the school. Any parent wishing to change the agreed arrangements should make this known to the school in writing. This includes photos for display around the school, school prospectus and leaflets, on our website or newsletter and in the local 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 provide the school community with guidance on encouraging safe and responsible use of mobile technology;
- To ensure staff, students and parents are familiar with the school policy on student use of personal mobile technology in school;
- To highlight the child protection issues of using camera and video technology in the school;
- To counter the use of text messaging and social media apps as a form of bullying;
- To determine exactly when and where mobile phone/equipment use is permitted in the school;
- Offer safety guidelines to the students/staff on general mobile phone/equipment 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;
- To protect staff and children from harassment and abuse that can arise from the misuse of mobile technology.

Staff Use of personal mobile technology: (this means School Staff, Volunteers and Governors)

- The school allows staff to bring in personal mobile phones and devices for their own use, although they should not be linked to the school WIFI;
- Exceptions to this are made for Governors, Visitors such as School Improvement Partners, LA employees, Ofsted, who do not have a school device to work on and need access to the internet.
- Staff are advised to use passwords/pin-codes to ensure their phone cannot be used by an unauthorised person;
- There should be no personal use of mobile devices during student contact time;
- Mobile technology should be stored in a locked cupboard/drawer in your classrooms;
- In exceptional circumstances, e.g. family emergency, staff should seek permission from SLT to keep their phones. Any call should only be taken out of sight and earshot of children and only if there

is adequate cover for the children;

- Staff should not give their personal mobile phone numbers or personal email addresses to students, parents or carers;
- Staff personal mobile phones and mobile technology should be used carefully for any school related matters. If a personal mobile or other equipment is used to access school emails then the equipment should not be left in a state that a third party could inspect the emails or data. The equipment should be password protected and this password should not be shared with others or the password for the emails etc. should be entered separately and should not be shared with others in order to prevent abuse and for data protection. An individual will be responsible for any illegal activity which comes from the use of their account;
- 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 can use their personal mobile device with authorisation from a member of SLT (calls and texts only) in matter relating to the trip e.g. an unwell child, emergency. The class iPad will be used to take photographs.

Visitor Use:

- Visitors should not use their personal mobile devices during student contact. These should be turned off and put away during contact with the children;
- Parents/carers are permitted to take photos/videos during assemblies or other school performances on the understanding that they will be for personal use only and not put on social media websites;
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

Student Use of personal mobile technology:

- As there is no legitimate use for personal mobile devices or phones **on school premises or during school visits**; students may not bring them to school or use them for any purpose whilst on the school premises or visits;
- Any failure to comply with the above guidelines may result in normal disciplinary action being taken up to and including the consideration of permanent exclusion of the student concerned;

School provided mobile devices for children to use

- Equipment is provided to enhance teaching and learning and should be used appropriately. Permission must be sought before any image or sound recordings are made on the devices of any members of the school community including the children (children, staff, parents, visitors). Taking these without permission may be a breach of a person's rights and this may be considered as a breach of the peace in some circumstances by the police.
Staff check with school records before this takes place in the classroom so they are aware of who can and can't be recorded.

Use of Tablets:

- **Apps.** The children regularly use apps to enhance learning in the classroom. The apps are checked to ensure they are age appropriate by the teachers before they are used. Apps can only be downloaded by the IT Support Provider who creates a list of apps with their age rating so that teachers know which apps are suitable.
- **Taking images and video.** Tablets are used in line with the school's Acceptable Use Policy.
- **Internet Access.** The children may use the internet on the tablets. Any access is limited by the filtering system in school so that children cannot access inappropriate websites.
- **Lost or stolen equipment.** All school devices are asset logged. Serial numbers are logged along with the rooms the devices are allocated to and/or the staff member responsible. In addition, tablets

may have a location device installed. The IT Support Provider has the ability to clear or lock a device remotely if needed.

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 personal mobile technology. It is the responsibility of staff, parents, students and visitors to make sure that mobile technology is properly insured.

Behaviour policy/Sanctions

Negative behaviour is unacceptable whether it is in an online environment, the playground, the classroom or anywhere else. Our expectation for responsible behaviour remains consistent regardless of the context. Any breach of expectations in relation to mobile technology by staff or pupils will be treated in accordance with the conduct and behaviour policies respectively.

Acceptable Use Of Mobile Phones Policy (PUPILS)

This document is designed to ensure that potential issues involving mobile phones are identified and addressed.

It provides guidance on the appropriate use of mobile phones during school hours or when undertaking a school excursion or extra-curricular activity.

Children and parents must understand the 'Acceptable Use Policy' before a child is allowed to bring their phone to school.

Parent's responsibility

To follow the school's procedures that no mobile phones are allowed in school at any time.

Pupil's responsibility

To follow the school procedures below that no mobile phones are allowed in school at any time.

Acceptable use

Personal tablets, Smart Watches, MP3 players and portable gaming devices should NEVER be brought into school.

Mobile Phones should never be brought into school.

Unacceptable use

The phone or other item will be removed. A parent will be asked to collect it.

Theft or damage

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones as no Mobile Phones should be brought into school.

The school accepts no responsibility for mobile phones which may be lost or stolen on the way to or from school.

Sanctions

The school behaviour procedures will be followed if any phone is brought into school.