



Mobile Devices policy

Knowle CE Primary Academy

Kixley Lane, Knowle, Solihull B93 0JE

Tel: 01564 776209

www.knowle.solihull.sch.uk

Email: office@knowle.solihull.sch.uk

Principal: Mr M Stonehill

Vice Principals: Mr B Bramhill

Business and Facilities Manager: Mrs R Justice

Contents

1. Introduction and aims.....	2
2. Roles and responsibilities	3
3. Use of mobile devices by staff	3
4. Use of mobile phones by pupils.....	6
5. Use of mobile phones by parents/carers, volunteers and visitors	6
6. School Events	7
7. Loss, theft or damage	8
8. Monitoring and review	8
9. Challenging mobile device use.....	8

1. Introduction and aims

Knowle CE Primary Academy is committed to ensuring the safety of children in its care. We recognise the importance of mobile devices in school for communication purposes, but are aware that casual or inappropriate use of mobile devices in the Academy could pose a risk to children.

For the purposes of this policy mobile device includes mobile phones, digital cameras, tablets, media recorders, smart watches and all similar devices. It includes devices that can and cannot communicate with other devices using all technologies such as the mobile telephone network, Wi-Fi, wired connections, Bluetooth or similar. The use of all mobile devices is covered by this policy regardless of the ownership of the device.

This policy applies to all users of mobile devices in the school.

It is becoming increasingly difficult to detect when mobile devices are present or being used. The use of all mobile devices needs to be effectively managed to ensure the potential for misuse is minimalised.

It is to be recognised that some functions of some mobile devices give greater cause for concern, particularly recording (and storing) images, video or audio recordings and using broadcast streams.

The misuse of mobile devices can lead to significant safeguarding issues and negative impacts on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not exclusive to pupils so the needs or vulnerabilities of all must be protected.

Not following this policy can lead to sanctions which potentially include gross misconduct (for staff) and criminal prosecution for any user where appropriate.

At Knowle Primary Academy we recognise that mobile devices, including smart phones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible device use
- Set clear guidelines for the use of mobile devices for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Principal is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile devices by staff

3.1 Personal mobile devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while during contact time. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where pupils are not present. These areas are:

- Outside the main reception office doors
- Inside the Principal's office
- Inside the school staff room

In all other areas personal mobile devices should be turned off or be on silent and stored away from view. Personal mobile phones should not routinely be carried on an individual's person except to transport it to or from the designated area eg from a classroom to the staffroom at lunchtime.

Any member of staff bringing a personal device into the Academy must ensure that it contains no inappropriate or illegal content.

It is also advised that staff 'security protect' access to their mobile devices.

If a member of staff needs to make telephone contact with a parent, a school phone must be used.

Under no circumstances is any member of staff permitted to take images of pupils or make recordings on their personal mobile devices. School devices cameras/iPads are available for this purpose.

A zero-tolerance policy is in place with regards to the use of personal mobile phones by any individual outside of these areas.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. The Principal will decide on a case-by-basis whether to allow for special arrangements.

School staff can use the school office number 01564 776209 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers 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/carers 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.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

3.5 School owned mobile devices

Knowle CE Primary Academy owns mobile devices for curriculum and business use. Only authorised individuals have access to the devices which should be password protected and stored securely when not in use.

In particular mobile devices can be:

- used to record curriculum activity
- an effective communication tool enabling school social media updates, texts, email messages and phone calls to be made and received from a variety of locations
- an essential part of the emergency toolkit which is to be taken on short trips and outings and/or:
- a backup facility should landline telephony facilities be unavailable – or where contact needs to be made outside of normal office hours

Material held on school devices should only ever be downloaded to a school system, never to another device or system.

There should be no personal use of school owned mobile devices other than in agreed circumstances.

Knowle CE Primary Academy is an extended site and there are a number of business mobile phones allocated to designated members of staff. These are:

- Caretaker's Phone
- Extended Services' mobile phones (x2)
- Breakfast Buddies' mobile phone

- These have been allocated to staff to aid effective communication; provide an essential part of emergency procedures; enable out of hours contact and provide a backup facility should problems be experienced with the land line. It is expected that where possible these phones are used out of the vicinity of children.

- Under no circumstance must the Academy business mobile phones be used to take photographs or videos of pupils in the school. Personal calls are not permitted to be made on any work mobile other than in agreed exceptional circumstances. All calls made on work mobile phones may be logged.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Knowle CE Primary Academy discourages pupils from bringing mobile phones to school on the grounds that they may be lost, stolen or misused. However, we appreciate that older children in Years 5 & 6 may walk to and from school independently and parents may wish their child to have a phone. If this is the case permission must be granted by the Principal. A form is available for this purpose from the school office. All children's phones must be switched off and handed in to the Class Teacher on arrival where they will be stored until the end of the school day.

Should a pupil be found to be using a phone inappropriately, the Academy reserves the right to withdraw this privilege and they may no longer be able to bring a phone into school.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers visitors and contractors to Knowle CE Primary Academy are asked to turn off their mobile devices on entry to the main office and are instructed not to use their devices in the school buildings. Parents should be aware that they will be challenged if they are observed breaching this policy. Signs are displayed around the school as a reminder. Parents are not permitted to use their mobile devices for recording any meetings in school ie parent teacher consultation meetings

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

5.1 Contractors / Agencies/ Catering Staff

These will be subject to this policy; any exceptions will need to be agreed with the Principal in advance.

5.2 Childcare professionals visiting school (e.g. Education Psychologist)

Professionals are able to use mobile devices for school business within the designated areas with the explicit permission of the Principal.

6. School Events

6.1 Educational Visits

Mobile phones are needed for communication purposes by staff/group leaders to stay in contact with each other during the visit. The leader of each group may carry and use a personal mobile phone for this purpose only. Under no circumstances should the phone be used to take images of any children. A school camera is available should staff wish to take photos during the visit.

The use of mobile phones on education visits will be incorporated into individual Risk Assessments.

6.2 Residential

Pupils are not allowed to take any mobile devices on the Year 6 residential visit. However, they are allowed to take their own personal camera. Year 6 parents will be asked to complete a permission form with regard to their child being included on another child's photographs. In the event that this permission is not given staff will ensure that parent's wishes are observed.

6.3 Taking photographs at Celebration Events/ Performances

When parents/carers have been invited to attend a 'celebration' event the member(s) of staff in charge of the event will instruct Parents/Carers that mobile devices may be used as cameras only at a specific point during the event e.g. at the end of the performance. This will ensure that the Academy is able to discharge its statutory responsibility to safeguard pupils. Parents and carers must only take a photograph of their own child, taking care to ensure that no other child is included in the photograph without the express permission of that child's parents.

It is recognised that many parents and carers wish to have a visual record of special events which take place in school. To accommodate this Knowle CE Primary Academy will organise an official DVD recording of the key events which parents may purchase eg Nursery Nativity, Year 2 Summer Entertainment, and Year 6 Leavers Presentation Evening. These recordings will have been subjected to the necessary safeguarding protocols.

We must insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

6.4 Annual Sports Days/ Competitive Team Events

Sports Days are an annual event involving all the pupils in the school at which we allow photographs to be taken at any point during the event. We would ask that parents who take photos of their child taking part are mindful of the need to avoid including other children in their photographs. **We must insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Parents of pupils who represent the school in competitive sports events eg Borough Sports/Athletics/football matches will be asked to give their permission for team photographs to be taken by other parents at the event.

7. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Lost phones should be returned to main school office. The school will then attempt to contact the owner.

8. Monitoring and review

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

- Feedback from parents/carers 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

9. Challenging mobile device use

Like with other safeguarding issues, users are expected to challenge any use of mobile devices that they suspect may breach this policy or cause them concern. Where users do not feel able to do this, they must report their concerns to the Principal/DSL as soon as reasonable possible.

All users are required to follow this policy and appropriate sanctions will be applied if this policy is breached. Staff should note that breaches of this policy may lead to disciplinary action. Serious breaches of this policy will be treated as gross misconduct which can lead to summary dismissal. The Principal will take advice when considering disciplinary action.

We will refer breaches of this policy to the police where we believe the law may have been broken.

