



Mobile Devices

Knowle CE Primary Academy

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Mobile Device Policy

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.

This policy does not apply to pupils. This mobile device policy applies to all other individuals in the school community while they are using mobile devices within the school or elsewhere while the individual's activity is directly linked to school eg staff, volunteers, parents and carers, governors and committee members, students, visitors, contractors and community users. This list is not exhaustive.

Guidance on school events such as celebration assemblies and sports days can be found at the end of this policy.

Introduction

The range of mobile devices has extended in recent years. The functionality has also extended and now often overlaps between different types of device e.g. mobile phones can record still and moving images, digital cameras can have internet access' and Wi-Fi enabled tablets can communicate across the internet to mobile phones using apps like Skype.

For the purposes of this policy mobile device includes mobile phones, digital cameras, tablets, media recorders, smart watches and all similar devices. In particular the policy includes all devices that can record or process images, videos or sound files. 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.

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.

Aims

At Knowle CE Primary Academy we recognise that mobile devices, including smart phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. The aim of the Mobile Devices Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

Our policy aims to:

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

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

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

Roles and Responsibilities

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.

Use of Personal Mobile Phones/devices

It is appreciated that it can be very difficult to detect when mobile devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Therefore Knowle CE Primary Academy limits the use of personal mobile devices for any purpose to specific areas of the building.

These 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.

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

Images, videos and audio recording and broadcast streaming

No images, video or audio recordings or broadcast streams that include pupils are to be made on any mobile devices without prior written agreement eg by email to provide an audit trail of the Principal. All mobile device use is to be open to scrutiny and the Principal can withdraw or restrict authorisation for use at any time if necessary.

For absolute clarity, this policy assumes that, ordinarily, only school owned devices will be used to make any images, video or audio recording streams that include pupils. However, there may be exceptional

circumstances, where it may be necessary or desirable to use other mobile devices eg on a school trip. In these circumstances the user must agree **beforehand with the Principal**

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.

Staff

Mobile phones/devices/smart watches should be turned off or on silent and not accessed during your working hours.

There is an expectation that all personal use of mobile devices is limited to allocated lunch and/or breaks and only in the designated areas (see above).

Staff will not use personal mobile devices during working hours. In this instance 'working hours' is deemed to be 'directed time' which, in most cases, corresponds to the period of time when children are receiving education or childcare provision. This protects staff from being distracted from their work and from possible allegations of inappropriate use but ensures that staff who are working on-site outside of 'directed time' are contactable in the event of an emergency.

We recognise that mobile devices can provide important direct contact to others which may be helpful at difficult times eg emergency contact for carers. Such use must be agreed beforehand with the Principal.

Staff must give the Academy telephone number to their next of kin in case it is necessary for the staff member to be contacted in an emergency during the school day.

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.

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.

Staff should not give out their personal contact details to parents or pupils, including connecting through social media and messaging apps

All staff must remain vigilant at all times and there is an expectation that they will challenge any misuse of a mobile device on the Academy site.

Exceptional Circumstances

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 (see below)
- supervising residential visits (see below)

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. If necessary, contact must be made via the school office

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
- Principal's mobile phone
- Business and Facilities Manager's 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.

Parents/Carers/Visitors/Contractors

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

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.

Year 6 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.

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.

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.

Children bringing Mobile Phones into School

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.

Contractors/Agencies/Catering Staff

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

Childcare Professionals visiting school (eg Education Psychologist)

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

Challenging mobile device use and reporting concerns

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.