

SOUTH HAMS FEDERATION

MOBILE DEVICE POLICY

Approved 16.07.18

Review July 2020

Introduction

The welfare and well-being of our pupils is paramount within the South Hams Federation. The aim of the Mobile Device Policy is to promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines.

Scope

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection & Safeguarding Policy
- Anti-Bullying Policy
- Use of Internet and On-Line Safety Policy
- Communications Policy

Personal Mobiles – Staff

- Staff must keep their mobile devices either in the school office or staffroom.
- Mobile devices should not be used in a space where children are present (eg classroom, playground).
- Use of devices (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas and staff room
- Staff who use their personal mobile to access school email must protect access to their device by way of a pin or biometric thumbprint.
- Staff who use their personal mobile device to access school email plus use the RM unify platform and cannot save the password to the device to ensure security.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Executive Headteacher/Head of School aware so they can have their device in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Executive Headteacher.

Mobile Devices for work related purposes

We recognise that mobile devices provide a useful means of communication on offsite activities. However staff should ensure that:

- Use the school mobile device for offsite activities. The device will be kept in the school office.
- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile devices should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trip's we insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

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Personal Mobiles - Pupils

We recognise that mobile devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile devices within school or on trips.
- If parents allow pupils to bring a mobile to school the device must be switch off and handed in to the office first thing in the morning and collected from the office by the child at home time (the device is left at the owner's own risk).
- If a mobile device is not handed into the office the mobile devices will be confiscated and returned at the end of the day.

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile device policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile devices.

Parents

All Parents are expected to follow our mobile device policy as it relates to staff whilst on the premises.

While we would prefer parents not to use their mobile devices while at school, we recognise that this would be impossible to regulate and that many parents see their devices as essential means of communication at all times.

After consultation with parents at each event, we allow parents to photograph or video school events such as shows or sports day using their mobile devices – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

Dissemination

The mobile device policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.