



Mobile & Smart Technology Policy

Faith Courage Love

Faith to move forward in confidence and succeed.
Courage to make a difference in the world every day.
Love one another as God loves us.

Faith - Roecliffe School will prioritise good relationships and will model respect for all in their policy implementation.

Courage - Roecliffe school commits to implementing this policy with integrity and in order to achieve the best possible outcomes for all stakeholders.

Love - All policies will be implemented in such a way as to ensure faith in fair process.

Policy Date	Review Date	Headteacher	Chair of Governors
June 2024	June 2025	Lesley Briggs	Nick Baird

1. Policy aims and scope

- This policy has been written by Roecliffe CE Primary School, involving staff, learners and parents/carers, building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2021, [Early Years and Foundation Stage](#) 2021.
- The purpose of this policy is to safeguard and promote the welfare of all members of Roecliffe CE Primary School when using mobile devices and smart technology.
 - Roecliffe CE Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile and smart technology.
 - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), *Mrs Lesley Briggs (Headteacher)*, is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to pupils, parents/carers and all staff, including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
 - Acceptable Use & Online Safety Policy
 - Relationships & Positive Behaviour Policy
 - Child safeguarding & policy
 - Code of conduct
 - GDPR Policy

3. Safe use of mobile and smart technology expectations

- Roecliffe CE Primary School recognises that use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers.

- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of Roecliffe CE Primary are advised to:
 - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used on our school site or during trips and off-site activities when working with children.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our relationships and positive behaviour and child safeguarding and protection policies.
- All members Roecliffe CE Primary School are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

4. Roecliffe CE Primary School provided mobile phones and devices

- Staff providing formal remote learning will do so using Roecliffe CE Primary School provided equipment in accordance with our acceptable use policy AUP.
- The school mobile phone and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff and pupils.
- The school mobile phone and devices will always be used in accordance with our staff code of conduct policy and acceptable use policy and other relevant policies.
- Where staff using the school's mobile phone and devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as safeguarding and child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place during lesson time.

- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Not use personal devices during teaching periods unless written permission has been given by the headteacher, such as in emergency circumstances.
- Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
 - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL
- Staff will only use school provided equipment (not personal devices):
 - to take photos or videos of pupils in line with our image use policy.
 - to work directly with learners during lessons/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct.
- 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 using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

6. Learners use of mobile and smart technology

- Mobile phones and/or personal devices will not be used on site by learners.
- Pupils must not bring mobile phones on to the school site. If a pupil is staying away from home and needs their mobile phones they may bring the phone to school in this instance and hand it in to the school office where it will remain until it is collected at the end of the school day. Parents/carers must inform staff if they wish for this arrangement to be put in place.
- Pupils must not wear smart technology which enables them to record sound or record digital images.

7. Visitors' use of mobile and smart technology

- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time may be expected to use mobile and smart technology and must do so in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with pupils as part of multi-agency activity, this will be discussed with the headteacher prior to use being permitted.
 - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL/ headteacher of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Rocliffe CE Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance. This will be achieved through staff training, Acceptable Use Policy and monitoring.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes the safeguarding and child *protection and relationships and positive behaviour policy*.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and pupils to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL/headteacher will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.