



Arden Primary School

Mobile Phone and Digital Technology Policy

Reviewed by N.Haddock/SLT
Approved: January 2022
Next review: January 2024

Purpose:

In keeping with our Mission statement, staff at Arden Primary are aware of the importance of each individual within the school community, taking seriously their responsibilities towards children in their care. Adults in school will ensure that all necessary precautions are taken to protect children at all times.

Mobile phones have greatly increased in their technological capacity in recent times and they have many benefits. However, within our remit to safeguard children, the range of features on phones/electronic devices might be used for inappropriate activities within the school setting, e.g. bullying via text message, filming incidents of bullying, sharing or taking inappropriate images, etc. This policy seeks to clarify the school's position on such phones/electronic devices and therefore ultimately to contribute to our safeguarding of the children.

The increased ownership of mobile phones and other electronic devices requires that Arden Primary School pupils, staff and parents take steps to ensure that mobile devices are used responsibly within the school environment to minimise disruption and encourage learning.

The Acceptable Use Policy has been formulated in consultation with the School Council to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.

Arden Primary School has established the following Acceptable Use Policy for mobile phones and other mobile devices that provides teachers, pupils and parents with guidelines and instructions for the appropriate use in term time and on school residential.

In order for staff/pupils to carry mobile devices on school premises, pupils and their parents or carers must first read and understand and agree the Acceptable Use Policy.

The Acceptable Use Policy for mobile phones/devices also applies to staff/pupils during school trips and extra-curricular activities.

Rationale:

Arden Primary accepts that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time during their journey to and from school. Parents are requested not to phone their children during school hours. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of first contact and can ensure your child is reached quickly and assisted in an appropriate way.

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the mobile phone and digital technology policy and procedures of Arden Primary School.

The governing body has overall responsibility for ensuring that the Mobile Phone and Digital Technology Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing body has overall responsibility for reviewing the Mobile Phone and Digital Technology Policy annually.

The headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

The headteacher will be responsible for the day-to-day implementation and management of the Mobile Phone and Digital technology policy and procedures of Arden Primary School.

Permission to have a mobile phone/device at school while under the school's supervision is only granted under the strict adherence to the guidelines listed in this policy. It is up to parents/pupils/staff to understand that these are followed through.

Parents, pupils and staff must understand that Arden Primary School accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school. It is the pupil's responsibility to take adequate precautions to safeguard their property at all times in all situations at school.

It is strongly advised that pupils/staff use passwords/PIN numbers and that unauthorised phone calls cannot be made on their phones (eg by other pupils or if stolen.)

Pupils:

Arden Primary School would always discourage mobile phones from being brought into school, however, as a school we fully appreciate the part they play in helping keep children 'safe' whilst walking to and from school independently. As a result of this and due to the ever increasing number of mobile phones being brought into school, we have developed this policy in conjunction with staff, parents and Governors. The school expectation is that this will only affect pupils in Year 5 and Year 6. We would always expect that a child knows the collection from school arrangements in advance and not that they are reliant on receiving a message on their mobile phone.

Mobile Phone Code of Conduct

- Pupils must hand in their mobile phone to their class teacher to be stored for the day. At before or after school clubs their phone should be handed in to the person leading the club.
- Pupils must ensure that their mobile phone is **turned off throughout their time on the school premises including the playground.**
- Pupils understand that if their mobile phone is seen in school, it will be confiscated and their **parents** will need to collect it from school.
- Pupils understand that if they use their phone inappropriately whilst at school (e.g. send unkind or abusive text messages, connect to a social networking site, take photos etc.) it will be confiscated and their parents will need to collect it from school.
- Serious misuse of a phone/regularly breaching this code of conduct may lead to a pupil being banned from bringing their phone into school.

Pupil and Parental Expectations

- Parents and Pupils must sign the 'code of conduct' before a pupil will be allowed to bring their phone into school. (Appendix A)
- Parents and Pupils must sign a waiver, which declares that Arden Primary School will take no responsibility for any loss, damage or theft associated with the mobile phone
- It is the Parents responsibility to ensure they have signed the relevant paperwork e.g. if they have a child who starts to bring a phone into school they need to request the code of conduct and waiver. It is not the school's responsibility to ensure that these forms are signed.

Pupils should not use the school telephone without prior permission from staff. They are allowed to speak on the telephone (for example to their parents) only in the presence of an adult.

Cyberbullying

At Arden Primary School, cyber bullying is taken seriously.

Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.

As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing and PSHE.

Spot Checks

Any teacher or staff member may ask any pupil to show them what they are doing on their mobile phone or tablet at any time.

Pupils are required to comply with any request to check their mobile phone, tablet. Pupils are required to comply with any request to disable the screen lock function of their phone and show any teacher or staff member what they are doing.

Accessing Data

Downloading and accessing inappropriate websites and data on school personal electronic devices is strictly prohibited.

Using the personal data of any pupil or member of staff for non-work related activity is strictly prohibited.

More information about accessing data can be found in our Data Protection Policy.

Sanctions

Using a mobile device is a privilege which can be revoked at any time.

Any pupil caught breaking the Mobile Phone and Digital technology Policy will have their mobile device confiscated until the end of the day.

Confiscated mobile devices will be locked away securely in the headteacher's office.

Confiscated mobile devices must be collected by the pupil's parent/carer.

Bullying via mobile device will be disciplined in line with Arden Primary School's Anti-Bullying Policy.

Young Carers

The school's policy allows a child who is a Young Carer to call home from the school landline if ever there is a need to. A trusted adult will support the child during that phone call.

Adults

Adults should not, as a general rule, use mobile phones for personal calls/texts during the school day. Phones should not be used in the presence of children ie during lesson times, on corridors or on the playground, including receiving and sending text messages. Personal phones should be kept in bags/lockers/locked stockrooms and be switched to off or on silent. Personal texts and calls should also be avoided during meeting times and, at the very least, phones should be set to "silent" at such times. Should there be a reason why you need to use your phone during the school day, for example waiting for an important message, please discuss this with the Head Teacher.

Adults can make work-related calls during the day on the school telephone line. They can also make essential personal calls during break, lunchtimes and at either end of the working day on their own mobile phones, but calls should be made away from pupils e.g. office, in the staff room or entrance of building etc.

The school phone line is not for personal use, unless in an emergency with the prior consent of the Headteacher or Business Manager.

On occasions, particularly when classes are off-site, it is advisable for staff to have a mobile phone with them, and to keep this switched on, to provide a rapid means of contacting school or colleagues. We expect staff to let school know immediately if there is an unexpected delay on a trip, or if there is an accident or serious incident.

Some staff have work mobile phones/devices which may be used to make emergency calls or occasionally take photographs for professional reasons in strict accordance with the Safer Working Practice – Workplace Conduct policy.

Phones should **never**, under any circumstances, be shared with children. On no account should any adult show features of a phone to children; this includes music and images of any sort. Staff should not use the camera feature of their phone in presence of any children and should never take photographs of the children with their camera phones. Any such actions leave staff vulnerable to accusations from children. Parents are increasingly wary of the use of phones in the vicinity of their children.

Visiting staff

In line with Keeping Children Safe in Education, all visitors to school will be requested NOT to take their phones into school. They will be able to leave the phone in the Secure Store for safekeeping whilst they are on the premises. It is the responsibility of all staff to inform the Head Teacher or the Deputy Head Teacher of any incidence of phones being used in school at the earliest opportunity. Visiting supply teachers and students should be made aware of the phone policy during their welcome meeting and/or any planning visits made before a placement.

Policy Review

This policy is reviewed every two years by the Headteacher and Safeguarding Team.

The scheduled review date for this policy is January 2024.

Appendix A

Mobile Phones: Pupil/Parent/Carer Code of Conduct and Consent Form

Code of Conduct – to be returned to school

Pupils

- I understand that I must hand my phone to my class teacher.
- I understand that I must keep my phone turned off when I am in school including before and after school clubs and in the playground.
- I understand that my phone will be confiscated if it is seen in school.
- I understand that my phone will be confiscated if I use it to send unkind or abusive text messages, connect to a social networking site or take photos when I am at school.

Signed by the Pupil: Date:

Class:

Parents

- I understand that it is my responsibility to ensure my child understands and adheres to the code of conduct set out above
- I understand that the school will accept no responsibility for any loss, damage or theft in relation to my child's mobile phone

Signed by the Parent:Date:

Parent/Guardian/Carer*

(*please delete as appropriate)

Received in school office by:

Date:

Please return the completed slip to the school office.