

# Donnington Wood Infant School & Nursery



## Mobile Device Policy

<b>Date of Policy Creation</b>	Sept 2021	<b>Named Responsibility</b>	Headteacher – Mrs C Boddy
<b>Date of review completion</b>	Sept 2023	<b>Named Responsibility</b>	Teaching & Learning Committee
<b>Inception of new Policy</b>	Oct 2023	<b>Named Responsibility</b>	Mrs C Boddy
<b>Date of Policy Adoption by Governing Body</b>	26 <sup>th</sup> October 2023	<b>Review Due</b>	Autumn 2025

## **This policy refers to ALL mobile devices (mobile phone, smart watch, tablet / i-pad) which use Bluetooth, wi-fi, 3G, 4G or 5G technology.**

### **Introduction and Aims:**

At Donnington Wood Infant School and Nursery the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

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:

- Keeping Children Safe in School 2021
- Safeguarding and Child Protection Policy 2021
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools

**The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. Staff are expected to be responsible for their own mobile phones.**

### **Code of conduct:**

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

## **Staff Owned Devices**

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and stored securely in a locker or locked cupboard during working time.
- Mobile phones should not be used in a space where children are present (eg. classroom, playground) or during meetings in directed time.
- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children.
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms during breaks or before / after school.
- Staff should be respectful and considerate towards colleagues and others when using a mobile phone or personal device.
- Staff must ensure that personal electronic devices are PIN protected to ensure their own privacy and security.
- Should there be exceptional circumstances (e.g. acutely sick relative, emergency doctor call-back), then staff should make the Headteacher aware of this and their device can be looked after in the school office. Staff in the office will answer the call and locate them member of staff.
- Staff are not at any time permitted to use recording equipment on their mobile device, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as the school cameras and ipad's only.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Staff must ensure that there is no inappropriate or illegal content on their personal devices. The Headteacher reserves the right to follow current safeguarding guidance should there be any cause for concern relating to our responsibilities for the safeguarding of children.
- Staff should never contact pupils via their own personal mobile and should not supply their mobile number or other contact details to parents of children at the school.
- Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils.

We recognise that mobile phones provide a useful means of communication on off-site activities. Where at all possible, school owned devices should be used. However, if staff owned devices are used staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office only.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- Special arrangements may be made during residential trips.

## **School owned mobile devices:**

Any employees who have been provided with a mobile device for business use, must ensure the mobile used is solely for this reason, unless express permission has been given that the phone can also be used for

personal use. Schools have the authority in place to ensure that mobile device and associated phone bills are checked on a regular basis.

### **Pupils:**

Pupils are not permitted to have mobile phones at school; during out of school activities or on trips

Any mobile devices brought to school without permission will be confiscated, stored securely and returned at the end of the day to an appropriate adult.

Where digital devices are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

### **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 device.

### **Parents:**

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 phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

### **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.