

Victoria Road Primary School

Mobile and Smart Technology Policy



Key Details

Designated Safeguarding Lead (s): Miss Alice Hawksley - Inclusion Manager

Deputy Designated Safeguarding Leads: Mrs Lisa Davis/ Mrs Kelly Collens - Co- Head Teachers, Mrs Sue Vincent - FLO, Mrs Sarah Revell - After School Club

Safeguarding Lead Governor: Mrs Barbara Saltmarsh

Date written/updated: November 2021

Date of next review: November 2022

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

1. Policy aims and scope

- This policy has been written by Victoria Road Primary School, 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, '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the Victoria Road Primary School community when using mobile devices and smart technology.
 - Victoria Road Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners 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), *Alice Hawksley (Inclusion Manager)*, 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 learners, parents/carers and all staff, including the governing body, leadership team, 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:
 - Anti-bullying policy
 - Acceptable Use Policies (AUP)
 - Behaviour for learning and conduct policy
 - Child protection policy
 - Code of conduct policy
 - Curriculum policies, such as: Teaching and Learning policies, PSHE (Personal, Social, Health Education) including Relationships and Health Education policy
 - Data protection policy
 - Social media policy

3. Safe use of mobile and smart technology expectations

- Victoria Road Primary School recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Victoria Road Primary School community 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 in specific areas on site, such as in the classrooms or when around any pupils.
- 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 anti-bullying, behaviour, child protection and code of conduct policies.
- All members of the Victoria Road Primary School community 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. School/setting-provided mobile phones and devices

- Some members of staff will be issued with a work phone number in addition to their work email address, where contact with learners or parents/carers is required. Alternatively, the school phone is able to be used.
- Staff providing formal remote learning will do so using school provided equipment in accordance with our remote learning policy.
- School mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff *and* learners; when appropriate.
- Victoria Road Primary School's mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff *and* learners are using Victoria Road Primary School's provided mobile phones *or* 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 confidentiality, child protection, data security, code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place (such as a lockable draw or cupboard) 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 learners or parents and carers.
 - Any pre-existing relationships or circumstances, which could compromise staff's ability to comply with this, will be discussed with the DSL and headteacher.
- Staff will only use school provided equipment (not personal devices):
 - to take photos or videos of learners 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 and remote learning AUP.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct and grievance policy.
- 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

- Learners will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies e.g. PSHE including Relationships and Health Education.
- Mobile phones and/or personal devices will not be used on site by learners.
- Victoria Road Primary School expects learners' personal devices and mobile phones to be kept safe and secure when on site. This means:
 - Handing personal devices and mobile phones into the teacher at the start of the day and switching them off. They can be collected from the teacher, on the playground, as pupils leave the school.
- If a learner needs to contact their parents or carers whilst on site, a member of staff will phone home and contact on their behalf.
 - Parents are advised to contact their child via the school office.
- If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the headteacher prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and their parents/carers before use is permitted.
- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Behaviour for Learning and Conduct Policy, Acceptable Use Policy and Remote Learning AUP.
- Any concerns regarding learners' use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour for learning and conduct.
 - Learners' mobile phones or devices may be searched (by 2 members of staff where possible) by a DSL and/or the headteacher, with the consent of the learner or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies, in line with the DfE '[Searching, Screening and Confiscation](#)' guidance.
 - Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
 - Where there is a concern that a child is at risk of harm, we will respond in line with our child protection policy.

- o If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - o Mobile phones and personal devices are only permitted to be used when agreed by members of staff and for specific purposes e.g. as part of multi-agency working arrangements.
- Verbal information is in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology 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 learners as part of multi-agency activity, this will be discussed with the headteacher prior to use being permitted.
 - o 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 or headteacher of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Victoria Road 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: via staff training and Acceptable Use Policies.

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: child protection, code of conduct and behaviour for learning and conduct 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 learners 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.
- Learners, 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 (or a deputy) or headteacher will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.