



Policy for  
Acceptable use of mobile devices  
in school

December 2020

<b>Policy Approved</b>	<b>December 2020</b>
<b>Next Review Date</b>	<b>December 2022</b>

## 1. Introduction

At Bury Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile devices, including phones, cameras, laptops and tablets in school, and whilst working with children, has been drawn up in the best interests of pupil safety and staff professionalism.

## 2. School Ethos

The school staff, governors, parents and most importantly, children, work together to create a caring and friendly atmosphere. We believe that this active partnership is vital to the life and work of the school. We are a school where we are all learning and it is safe to make mistakes and take controlled risks. Mistakes are forgiven, and seen as opportunities for improvement. This positive approach to school life spans all areas of the curriculum and all school activities.

## 3. Aims of the school

The broad aims of the school are:

- To enable the child to realise his/her potential through the acquisition and development of the necessary skills, concepts and knowledge;
- To foster the intellectual, physical, aesthetic, spiritual, emotional, moral and social development of each child;
- To provide an ordered, stimulating environment, which is meaningful in the context of children's experience;
- To foster kindness and understanding between children and their peers in relation to differences of any kind – cultural, physical or intellectual;
- To enrich experiences with the variety of culture, linguistic and social backgrounds within our school and its neighbouring community;
- To foster good manners, self-discipline and awareness of the needs of others.

## 4. Aims of the Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- Staff being distracted from their work with children.
- The inappropriate use of mobile devices around children.

Our aim is to have a clear policy on the acceptable use of mobile devices that is understood and adhered to by all parties concerned without exception.

## 5. Mobile Phones – School Staff

Staff may wish to have their personal mobile phones at work for use in case of emergencies, however there is a clear expectation that all personal use is limited to areas and times when there are no children present, or likely to be present.

- The school expects staff to lead by example. Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a secure place within the staff room during lesson times. Mobile phone calls may only be made or taken during staff breaks or in a staff members own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in an appropriate place.
- Staff should not contact pupils or parents from their personal mobile phone in or out of school time, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used. *This is unless teachers are having to work from home during the coronavirus pandemic and would need to contact parents/children to check on their wellbeing – in this instant, staff would need to precede any phone call with a blocking system so their phone number is not shared with parents/carers.*

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this. Staff should not allow themselves to be photographed by a pupil(s).
- In circumstances such as outings and off site visits, staff will agree with their Line Manager the appropriate use of personal mobile phones in the event of an emergency.
- Whilst school staff are encouraged to download the NHS Test and Trace App to their personal devices to support contact tracing, there is no need for personal devices to remain switched on or to be carried upon the staff member's person for the purposes of Test and Trace. Staff are advised to pause the app upon arrival at school and store their phone in the usual way. In the event of a school based contact of a staff member testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. This includes: staff members avoiding skin to skin contact with students; staff members avoiding congregating in areas where social distancing cannot be maintained like staff rooms; seating plans in place for all lessons being adhered to; children being organised into bubbles and contact between bubbles kept to a minimum; timetabling of staff to work with specific bubbles or individuals being adhered to; staff members who teach across bubbles maintain a distance of 2m from pupils wherever possible.

### **Inappropriate or illegal content:**

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

### **6. Mobile Phones – Pupils**

- Pupils are dissuaded from bringing mobile phones to school. If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g. in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone in to the class teacher.
- Pupil under the age of 16 cannot download the NHS Test and Trace App so there is no need for any amendment to the above arrangements.

### **7. iPads – Recordings & Photography**

- School iPads must be used for the purposes of recording a child or group of children participating in activities or celebrating their achievements as this is an effective form of recording their progression.
- Images taken and stored on the school ipads must be downloaded as soon as possible on to a school computer.
- Images must only be downloaded by the nominated member of staff.
- If photographs need to be taken in the toilets, .e.g. photographs of the children washing their hands, then the Class teacher must be asked first and staff be supervised whilst carrying out this kind of activity.
- Failure to adhere to the contents of this policy may lead to disciplinary procedures being followed.
- Permission to take photographs at school performances must be granted by the Headteacher.
- Permission will not be given for photographs to be placed on any Social Networking Sites.

## **8. Parents, visitors and contractors**

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others. Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so.

Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images".)

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

The School will not be displaying a QR code for the NHS Test and Trace programme, We continue to expect visitors not to use their phone on the school site/in areas where children are present including for the purposes of the NHS Test and Trace App as our own arrangements enable contact tracing.

In the event of a school based contact of a visitor testing positive for Covid-19, existing school protocols would enable close contacts to be traced as guided by Public Health. As part of our Covid-19 risk assessment, visits to the school are limited to critical business only. In the event of a visitor coming on site they are required to observe social distancing, remaining at least 2m from pupils and staff at all times. If parents/carers need to come on site, for example to collect a child who is displaying symptoms of Covid-19, they are asked to observe social distancing from anyone who is not in their household whilst on the school site. In these circumstances the school's signing in/out arrangements would document this visit.

### **Related Policies and guidance:**

Model Safeguarding and Child Protection Policy (September 2020)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (April 2020)

Keeping Children Safe in Education (September 2020)

Guidance for schools and other establishments on the use of images (July 2019)

Data Protection: A toolkit for schools, DfE, (August 2018)

This policy will be reviewed biennially.

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