

# **CHANCERY EDUCATION TRUST**

## **MOBILE DEVICES AND SMART TECHNOLOGY POLICY**

**JUNE 2023**

**Next Review Date: June 2024**

*Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.*

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# CHANCERY EDUCATION TRUST

## Mobile Devices and Smart Technology Policy

### Aim

Chancery Education Trust is committed to safeguarding and promoting the welfare of children, the welfare and well-being of our pupils is paramount. The aim of the Mobile Devices and Smart Technology 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 devices 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. However, as it is difficult to detect specific usage, this policy refers to ALL mobile and smart technology devices, including but not limited to, mobile phones, tablets, game consoles, wearable technology such as smart watches and fitness trackers (which facilitate communication or have the capability to record sound or images), laptops, etc

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.

### Responsibility

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, trustees, governors, volunteers, young people, parents, carers, visitors and contractors (**collectively referred to as 'staff'**), and children. This list is not exhaustive.

The Mobile Devices and Smart Technology policy will be shared with staff and volunteers as part of their induction. It will also be available to parents/carers via the school website.

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**Staff** (*This includes staff, trustees, governors, volunteers, parents, carers, visitors and contractors*) – **Use of Personal Mobile Devices & Smart Technologies (mobile phone, tablets, laptops, smart watches etc)**

- All staff who wish to use their own devices to access the Academy School's network must sign and return the statement at the conclusion of this policy (this will be sent as a Google Form for staff to complete)
- When in school, staff should connect their device via the Academy School's wireless network for security.
- When out of school, staff should access work systems on their mobile device using secure connections
- All internet access via the network is logged and as set out in the Acceptable Use policy, employees are blocked from accessing certain websites whilst connected to the Academy School network.
- Staff are not permitted to make/receive calls/texts on their mobile device during contact time with children. This includes the use of wearable technology such as smart watches etc.
- Emergency contact should be made via the school office.
- Staff should have their mobile devices on silent or switched off, out of sight and in a secure place during class time.
- Mobile devices & smart technologies can be used during break and lunchtimes but should not be used in a space where children are present
- Staff should protect access to functions of their mobile devices by using a secure pin code
- Staff must ensure that any content bought on to site via their personal mobile device(s) is compatible with their professional role and out behaviour expectations
- Staff are not at any time permitted to use recording equipment on their personal mobile devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using **school equipment** such as cameras, iPads, laptops, school mobile phone
- Staff should report any usage of mobile devices that causes them concern to the Headteacher/Principal (this includes staff, trustees, governors, volunteers, children, young people, parents, carers, visitors and contractors)
- Only the school mobile phone should be used on school visits/trips (unless the nature of the trip requires groups to separate them personal phones can be used only to contact leaders of each group)
- 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/Principal, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Agreement.
- If a member of staff breaches our policy, action will be taken in line with our Staff Code of Conduct, and Allegations of Abuse Against All Staff Working Within Our Academy School policies.
- 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.
- Where parents/volunteers are accompanying trips they should not use their mobile phone in the presence of children
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip
- Parents/carers and volunteers should not use their phone to take photographs of children.
- 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/Principal of any breaches of our policy

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## Security

- ❑ When using personal data, it is the user's responsibility to ensure they keep data secure on their device. This includes preventing theft and loss of data (for example, through password protection and cloud back up), keeping information confidential (for example, by ensuring access to emails or sensitive information is password protected) and maintaining that information.
- ❑ The Academy School does not accept responsibility for any loss or damage to the user's device when used on the school's premises. It is up to the user to ensure they have their own protection on their own device (such as insurance).
- ❑ Staff are prevented from installing email apps which allow direct access to school emails without use of a login/password.
- ❑ If information is particularly sensitive then users should ensure that the data is either appropriately secured or deleted from the device (including from any local copies which may have been stored on the device).
- ❑ In the event of any loss or theft of personal data, this must be reported immediately as a data breach in accordance with the Academy School's Data Breach policy.
- ❑ The Academy School may require access to a device when investigating policy breaches (for example, to investigate cyber bullying).
- ❑ Staff are not permitted to share access details to the Academy School's network or Wi-Fi password with anyone else.
- ❑ Monitoring software is installed to ensure that use of the network is regularly checked by our IT services to ensure there are no pastoral or behaviour concerns or issues of a safeguarding or prevent nature.

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## **Pupils – Use of Personal Mobile Devices & Smart Technologies (mobile phone, tablets, laptops, smart watches etc)**

Pupils will be educated regarding the safe and appropriate use of mobile devices 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 devices 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 & Safeguarding policy, and relevant specific curriculum policies, PSHE, RSE and computing.

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- ☐ Mobile devices and smart technology is not permitted unless under exceptional circumstances and written permission from the Headteacher/Principal, and for pupils in Years 5/6 who are allowed to bring mobile phones into school if they are walking to or from school without parents.
- ☐ The phone must be handed in to the class teacher, must be switched off, and will be returned at the end of the school day
- ☐ The phone is left at the owner's own risk and school is not responsible for loss or damage
- ☐ If a pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher/Principal prior to use being permitted
- ☐ Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school
- ☐ Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Agreement
- ☐ Any concerns regarding pupils use of mobile technology or policy breaches, will be dealt with in accordance with our existing policies, including Anti-bullying, Child Protection & Safeguarding, and Behaviour
- ☐ Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene our Child Protection, Behaviour or Anti-bullying policies
- ☐ Searches of mobile phone or personal devices will be carried out in accordance with our policies
- ☐ The leadership team reserves the right to search pupils' mobile phones or devices and will ask for consent from the pupil prior to examining any mobile phone or device. If consent is provided, then content may be deleted or requested to be deleted if it contravenes our policies
- ☐ Mobile phones and devices that have been confiscated will be held in a secure place (the school office) and released to parents/carers at the end of the school day
- ☐ Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our Behaviour policy
- ☐ Concerns regarding policy breaches by pupils will be shared with parents/carers as appropriate.
- ☐ Where there is a concern that a child is at risk of harm, we will contact respond in line with our Child Protection & Safeguarding policy
- ☐ If there is suspicion that material on a pupil'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.
- ☐ If a child needs to contact their parent/carer whilst on site, they must inform the class teacher who will direct them to the school office, if the need is necessary

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- If a parent needs to contact their child whilst they are in school and on site, they are to call the school office and not their child's mobile phone
- Phones should not be taken on school trips/visits
- Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher/Principal and/or DSL 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.'

### 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. Please refer to our Child Protection & Safeguarding, Behaviour and Whistleblowing policies.

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 (or DDSL) or Headteacher/Principal, will seek advice from the Local Authority's Safeguarding Service or other agency in accordance with our Child Protection & Safeguarding policy.

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.

Links with other policies:

Allegations of Abuse Against All Staff Working Within Our Academy School

Anti-Bullying Policy

Behaviour Policy

Child Protection & Safeguarding Policy

Complaints Policy

Curriculum Policies (computing, PSHE, RSE)

Data Security, E-safety Policy and Acceptable Use Agreement Policy

Volunteers Policy

Staff Code of Conduct

Whistleblowing Policy

### Monitoring and Implementation Policy

The policy is reviewed annually, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Mobile Devices and Smart Technology Policy. All proposed changes to this policy would be made following the approval from the Committee.

	Name	Date
Policy written by	CET Board	June 2023
Review by Committee	CET Board	June 2023
Approved by Committee	CET Board	October 2023
Adopted by Governing Board	Local Governing Board	February 2024
To be reviewed annually		
Review by	June 2024	

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## **Disclaimer**

- The Academy School will not monitor the content of the user's own device but will monitor any traffic over the Academy School system to prevent threats to the Academy School's network.
- The Academy School reserves the right to disconnect devices or disable services without notification.
- The employee is expected to use their devices in an ethical manner at all times and adhere to the Academy School's policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The Academy School reserves the right to take appropriate disciplinary action up to and including summary dismissal for non-compliance with this policy.

A Google Form must be completed by all members of staff to acknowledge they will comply with the terms bringing my own mobile device (including smart technology devices), to access the Academy School network.

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