A School Partnership In Rural England

Motto : ' **We Aspire to Inspire'**

Our Values – using the initials of the names of the schools.
K – Kindness
U – Understanding
P – Patience
H – Honesty
L – Love
B – Boldness

Mobile and Smart Technology Policy

Document History
Model Education People Model Policy (August 21) reviewed and approved by EHT for ASPIRE-Wide use March 2022. Approval noted at Federation GB 22 March 2022
Annual Review

The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

Leeds & Broomfield Church of England Primary School

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

"*As many hands build a house, so many hearts make a school.*"

(Matthew Ch 7 24-27)

RESPECT   RESILIENCE   EMPATHY   CURIOSITY   HONESTY

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

Ulcombe Church of England Primary School

"*Unity and diversity in the body – one body, many members.*"

(Corinthians Ch 12 12-27)

HOPE   RESPECT   ENDURANCE   TRUST

At Ulcombe Church of England Primary School endurance plays an important role in both our social learning and cultural ethos, where children aspire to be the best they can be. Diversity is the key to our curriculum and opportunities to progress and succeed both academically and as individuals are provided – many members working in unity with respect for each other. Hope is at the heart of our school community and is explicitly shown by both children and adults in our school, regardless of where the path of life leads them. Through God's love and trust each individual learns the skills important for them but also adds value to the community as a whole.

We are Ulcombe Church of England Primary School and each one of us is a part of it!

ASPIRE Federation
Mobile and Smart Technology Policy

Key Details

Designated Safeguarding Lead (s): (Emma Hickling EHT, Emma Master HOS, Lynsey Sanchez HOS, Fiona Steer HOS, Naomi Coleman SENCO, Emma le Mar SENCO)

Named Governor with lead responsibility: (Claire Cakebread)

Date written/updated: (March, 2022)

Date agreed and ratified by Governing Body: (March, 2022)

Date of next review: (March, 2023)

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.

Policy aims and scope

- This policy has been written by the ASPIRE federation, involving staff, learners and parents/carers, 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 ASPIRE Federation community when using mobile devices and smart technology.
  - Aspire federation 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), *Fiona Steer HOS,* 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 and discipline policy
  - Image use policy
  - Child protection policy - including online safety policy
  - Code of conduct policy
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships (HRE)
  - Social media

3. Safe use of mobile and smart technology expectations

- ASPIRE federation 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 ASPIRE federation community are advised to:
  - o 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.
  - o 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 changing rooms, toilets and swimming pools.
- 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 and child protection policies.
- All members of the ASPIRE federation 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

- 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.
- Staff providing formal remote learning will do so using *ASPIRE federation* provided equipment in accordance with our *acceptable use policy.*
- *ASPIRE federation* mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- *ASPIRE federation* mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff are using *ASPIRE federation* provided mobile phones *and* 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 *ASPIRE federation* 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 during lesson time, (eg drawer / bag in cupboard)
    - 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 *HOS*, 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.
- Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL
- Staff will only use *ASPIRE Federation* 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 *ASPIRE federation* provided equipment. If this is not available, staff will only use personal devices with prior approval from the *HOS,* following a formal risk assessment. Staff will follow clear guidance outlined in the *Acceptable Use Policy.*
- If a member of staff breaches our policy, action will be taken in line with our staff *code of conduct* and allegations 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.

- Mobile phones and/or personal devices *will* not be used on site by learners. If brought onto site for walking home will be handed to the school office to be kept safe until the end of the day.
- If a learner needs to contact their parents or carers whilst on site, the school office or member of staff will contact the child's parents/ carers.
    - If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the *HOS* prior to use being permitted.
    - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the *ASPIRE federation.*
    - 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 *Acceptable Use Policy .*
    - 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.
    - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy.
    - Learners' mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/carer. 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 and released to parents/carers.
    - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
    - 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 contact respond in line with our child protection policy.
    - 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:
    - Mobile phones are switched to silence mode and bluetooth switched off. These are to be kept somewhere safe such as a bag or coat pocket.

- Appropriate signage and 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 *HOS* prior to use being permitted. Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded. 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 of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. ASPIRE federation 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.

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 *ASPIRE federation* policies and procedures.
- 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) will seek advice from the Education People's Education Safeguarding Service or other agency in accordance with our child protection policy.