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

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

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in *their* wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

"One body, many members, learning together surrounded by God's inclusive love."
(Corinthians 12:12-14)

TRUST   RESPECT   HOPE   ENDURANCE

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'Mobile and Smart Technology' and 'Social Media' Policy Templates for Educational Settings 2022-23

Version 1

Published August 2022

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Using the 'Mobile and Smart Technology' and 'Social Media Policy' Templates: Guidance Notes

These templates aim to provide educational setting with a framework to detail strategic approaches and considerations with regards to the safer use of mobile and smart technology and social media.

These documents should be recognised by educational settings as part of the portfolio of safeguarding policies and not as technical or computing policies. As such, it falls within the role and responsibilities of the Designated Safeguarding Lead (DSL) and headteacher or manager/registered person; advice and support may be required from other staff within he setting to ensure policies are robust and accurate.

These templates can be used to develop one single policy, two standalone policies or the content can be embedded within appropriate existing policies, such as behaviour, acceptable use, child protection or online safety. Settings should ensure that staff, children/pupils/students and parents are aware of how and where to locate information, especially regarding behaviour expectations as well as responding to and reporting safeguarding concerns.

Leaders and DSLs should adapt the content to include local information, such as their own named points of contact, as well as specific procedures and expectations. We encourage settings to use the following statements, but they should remove unnecessary content to ensure policies are individualised for their specific context. It will not be appropriate to adopt the templates in their entirety as some statements will be more relevant to some settings than others.

- **Blue font** indicates that the setting should insert relevant information
- **Pink font** highlights suggestions to assist DSLs, leaders and managers in amending sample statements and ensure content is appropriate for their setting. This content is provided as guidance notes and should not be left in individual settings policies.

Updated Content

In addition to enable schools and settings to address the statutory requirements in 'Keeping Children Safe in Education' 2022 and Early Years and Foundation Stage 2021, this template has been updated to reflect the 'Behaviour in Schools: Advice for headteachers and school staff' 2022 and 'Searching, screening and confiscation at school' 2022. Additional and updated content for 2022-23 is highlighted in yellow.

Disclaimer

The Education People make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable. The copyright of these materials is held by The Education People. However, educational settings that work with children and young people are granted permission to use all or part of the materials for not-for-profit use, providing the Education People copyright is acknowledged and we are informed of its use.

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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, Monique Syred Subject Lead, Jenifer Brignall Subject Lead)

Named Governor with lead responsibility: (Claire Cakebread)

Date written/updated: (March, 2024)

Date agreed and ratified by Governing Body: (March, 2024)

Date of next review: (March, 2025)

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.

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1. Policy aims and scope

- This policy has been written by ASPIRE, involving staff, children/pupils/students 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' 2022, Early Years and Foundation Stage 2021 'Working Together to Safeguard Children' 2018, 'Behaviour in Schools Advice for headteachers and school staff' 2022(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 community when using mobile devices and smart technology.
  - o ASPIRE recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children/pupils/students and staff are protected from potential harm when using mobile and smart technology.
  - o As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), 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 and/or images.
- This policy applies to children/pupils/students, 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).

Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - o Anti-bullying policy
  - o Acceptable Use Policies (AUP)
  - o Behaviour and discipline policy
  - o Cameras and image use policy
  - o Child protection policy
  - o Code of conduct/staff behaviour policy
  - o Confidentiality policy
  - o Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - o Data security
  - o Online Safety
  - o Social media

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2. Safe use of mobile and smart technology expectations

- ASPIRE recognises that use of mobile and smart technologies is part of everyday life for many children/ 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 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, including via personal smart devices and mobile phones 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 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.

3. School 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 children or parents/carers is required.**.**
- Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy (AUP)/remote learning AUP.
- School/setting 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/or children
- School/setting mobile phones and devices will always be used in accordance with our staff code of conduct/behaviour policy, acceptable use of technology policy and other relevant policies.
- Where staff are using school provided mobile phones and/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.

4. 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/setting policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies. .

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- o Staff will be advised to: Keep mobile phones and personal devices in a safe and secure place during lesson time.
- o Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- o Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- o Not use personal devices during teaching periods unless written permission has been given by the headteacher such as in emergency circumstances.
- o 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 children or parents and carers.
  - o 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 school provided equipment (not personal devices):
  - o to take photos or videos of children in line with our image use policy.
  - o to work directly with children during lessons/educational activities.
  - o 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/or remote learning AUP
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/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.

5. Children/pupils/students use of mobile and smart technology

'Children 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.

- Mobile phones and/or personal devices will/will not be used on site by children
- ASPIRE expects children' personal devices and mobile phones to be kept safe and secure when on site. This means:
  - o such as kept in a secure place, handing into the school office at the start of day,
  - o If a child needs to contact their parents or carers whilst on site, they will be allowed to use a school/ phone. Parents are advised to contact their child via the school/setting office;

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- If a child 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/or their parents carers before use is permitted.
- Where children mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and/or Remote Learning AUP.
- Mobile phones and personal devices must not be taken into examinations. Children/ found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations

6.1 Screening, searching and confiscation of electronic devices

Amend as appropriate.

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding children' use of mobile technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.

- Staff may confiscate a child's mobile phone or device if they believe it is being used to contravene our child protection or behaviour policy.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a child'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

Note: the following content reflects the DfE 'Searching, Screening and Confiscation' guidance and is applicable to schools only.

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- If deemed to be necessary and appropriate, searches of mobile phones or personal devices may be carried out in accordance with our behaviour policy (link) and the DfE 'Searching, Screening and Confiscation' guidance.
- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The Designated Safeguarding Lead (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour policy (link).
- The Designated Safeguarding Lead (or deputy) will be involved without delay if staff believe a search of a pupil's device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our behaviour policy (link) and the DfE 'Searching, Screening and Confiscation' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.
- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

6. Visitors' use of mobile and smart technology

- Appropriate signage and information are in place (safeguarding leaflet) 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 children 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.

7. Policy monitoring and review

- Technology evolves and changes rapidly. ASPIRE 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.

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8. All members of the community will be made aware of how the school will monitor policy compliance: staff training

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 and/or behaviour policy.**
- Where children breach this policy:
    - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
    - concerns will be shared with parents/carers as appropriate.
    - we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.
- 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 children 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.
- Children 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/manager will seek advice from the Education People's Education Safeguarding Service or other agency in accordance with our child protection policy.

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