Walthamstow Primary Academy
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Part of United Learning

Mobile Phone and Mobile Device Policy

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Owned by	James Hucknall	Principal
Applies to	Staff	Students
	Parents	Visitors
Reviewed on	November 2019 November 2023	
To be reviewed on	November 2025	

Introduction

The majority of students and staff, for security and practical reasons, feel the need to carry a mobile phone, and for these reasons their use is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that students do not use them unnecessarily and disrupt the effective operation of the school.

This Policy applies to 'standard' mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones, and other 3G/4G and Wi-Fi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and students is regulated, in accordance with United Learning Group policy and recognised professional standards of acceptable practice.

This policy should be read as part of *the school's* Safeguarding Policy in conjunction with the *school's* Acceptable Usage policy for Technologies

The school accepts that staff and students are permitted to bring such devices to school, but their use is restricted as detailed in this policy.

This policy applies to all members of the school community, including those in our EYFS setting.

This policy is reviewed at least annually by the school senior management, who will report to the Local Governing Body on its implementation on a regular basis.

In accordance with the school's *Provision of Information Policy,* the policy should be made available on the school's website and in hard copy from Reception. It should be read in conjunction with:

- *Behaviour and Discipline Policy*
- *Exclusion Policy*
- *Safeguarding Policy*

The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's own Equal Opportunities Policy.

Key Personnel

The policy will be the responsibility of the school Business Manager and Line Manager of the school's ICT technician.

Area of Risk

Child Protection:	Pictures of children on the 'at risk' register become associated with the school through linked social media platforms
Bullying:	Use of mobile technology can make bullying more pervasive and difficult to monitor
Staff Protection	Content recorded in lessons, whether overtly or covertly, on mobile devices may cause distress to staff, especially when uploaded to social platforms.

Procedures

A common sense approach should be followed regarding the use of 3G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

Expectations for safe use of personal devices and mobile phones

- Electronic devices of all kinds that are brought in to school are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices are not permitted to be used in certain areas within the school 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 school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- Members of staff will be issued with a school/work phone number and email address where contact with pupils or parents/carers is required.
- All members of Walthamstow Primary Academy community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of Walthamstow Primary Academy community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- Walthamstow Primary Academy mobile phones and devices must always be used in accordance with the Acceptable Use Policy
- Walthamstow Primary Academy mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.
- No content recorded by a student on a personal device should be uploaded to a social media, video sharing (such as YouTube) or photograph sharing site (such as Flickr), without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action.
- Recording of lessons must not take place outside of specific parameters laid out by the authorising teacher.
- Under the new GDPR regulations, any member of staff using their own devices must complete a 'Bring your own Device' form, which then must be handed into the school Business Manager.

Pupil use of Mobile Device

A list of practical guidance for pupils that outlines the behaviour expected from them when using the devices in school. This will need to be reassessed on a regular basis as schools implement schemes for the use of technology in the classroom and as technology evolves.

1) All devices are brought into school at the pupil's own risk and the responsibility for their safekeeping lies with the pupil. The school will take no liability for loss or damage.

2) School is a place of work; pupils' mobile phones/devices must be switched off and remain in lockers or school bags at all times whilst on school premises, unless specifically authorised by a member of staff.
3) Permission must be sought from a member of staff, and authorisation given, before a pupil may be allowed to use a mobile device on school premises.
4) If the use of a device is permitted or directed in a lesson (e.g. as a calculator, camera or voice recorder) it will be under explicit staff supervision, and permission can be withdrawn at any time.
5) Any pupil found using a device on school premises without staff permission, should ordinarily expect to have their device confiscated for 5 days and should collect it as instructed.
6) If a pupil needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Pupils should not contact home in the case of illness; this should only be done by a member of staff.
7) If parents need to contact pupils in an emergency, they should contact the school reception and a message will be taken to the pupil. Parents are reminded that pupils should not have their devices turned on whilst on school premises and, hence, will be unable to check for messages.
8) Pupils may only access the internet through the school's network; no independent (for example through a 3G connection) access is permitted.
9) The accessing, or updating, of social media platforms is not permitted unless it is part of a structured educational activity.
10) Pupils should be aware that under no circumstances should they enter an examination venue with a device, even if it is switched off. To do so will lead to disqualification from that examination and potentially other examinations.
11) Pupils should note that the use of all devices on school premises is subject to the school's Technology Acceptable Usage policy.
12) If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
13) Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action
14) School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's behaviour policy. The phone or device may be searched by the Principal or Vice Principal with the consent of the parent/carer.

Staff Use of Mobile Device

1) Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of students.
2) Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-exiting relationships which could compromise this must be discussed with leaders/managers.
3) Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to receive or send personal calls, texts or post content to personal social media platforms.
4) If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.
5) Staff should not use a personal mobile device, or similar, during lessons (or when supervising students) to access online resources, emails, apps or similar, unless it is considered that the

outcome is essential to pupil learning and cannot be sourced through the school network (in which case, pupils should be made aware that the mobile device has been used for this educational purpose). Staff members are only permitted to use their own device if completed a 'Bring your own Device' form, which has been signed and given to the Business Manager.

6) Staff must not photograph or video pupils with a personal (mobile digital) device. If it is necessary to regularly take images of students for marketing purposes, then a school owned device should be provided.
7) Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any pupil area, for example in the Staff Room or in an office, behind closed doors.
8) Staff should not give out their personal mobile phone numbers, or other communication contact information, to students.
9) Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.
10) Bluetooth or other forms of communication should be "hidden" or switched off during lesson times
11) 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 then the police will be contacted and allegations will be responding to following the allegations management policy

Sanctions for Misuse of Mobile Devices

The school will apply appropriate sanctions to any student or member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

Security of Mobile Phones and other electronic devices

Students and staff are advised to have their phones/iPods/iPads security marked.

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Students should be advised to lock their devices in their lockers during lessons. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation's insurance policy. Staff should be advised to keep valuables on them at all times, or keep them in the staffroom, though their security there cannot be guaranteed.

Cyber Bullying

Instances of cyber bullying will be punishable in accordance with the school's Behaviour Policies and may even result in exclusion or expulsion (or in disciplinary action, in the case of staff – refer to staff bullying and harassment policy).

Dealing with Inappropriate Content on Mobile Devices

If a teacher suspects or is informed that a student has inappropriate content on their mobile device, then the teacher will confiscate the device. A member of the Senior Leadership team will investigate the matter and report to the Principal. During their investigations, if the student is formally interviewed, this will be with another member of staff present. A member of staff may investigate content on the mobile device in line with the school's search policy. The student's parents may also be invited to attend the interview. In line with the school's policy on Exclusion, Expulsion, Removal and Review, the student may also be excluded whilst the allegation is being investigated.

If it is discovered that the student's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the Principal will be informed and the Police liaison officer. The mobile device will remain in the possession of the Principal until advice from the police has been acted upon. This may include asking all students in possession of the image to delete it, if the image has been forwarded outside the school's control contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the students involved will be notified of the situation to ensure all content on devices in the homes of the students are removed. In-house counselling will be offered to those concerned. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the school's policy on Exclusion, Expulsion, Removal and Review.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the Principal. In their absence, the Principal of the other phase..

Use of mobile devices: guidelines for staff use (photographs and videos)

Staff working in the EYFS setting are specifically prohibited by EYFS regulations from using their personal devices (cameras, mobile 'phones) to take photographs or videos of children in the EYFS setting for any reason. Only school devices may be used.

Mobile Device Guidelines for Visitors

1. Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's policy.
2. Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.
3. Visitors connecting personal devices to the school's wireless or wired network will be subject to the monitoring and filtering of internet use.
4. The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
5. Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors