



Stonebow 

Stonebow Primary School

Policy Name: Mobile Phone and BYOD Policy

Date of Policy: March 2019

If applicable:

Date approved by governors: 7th May 2019

Signed T Willson

Review Date March 2022

Introduction and Aims

At Stonebow Primary School, the welfare and well-being of our pupils is paramount. The aim of the BYOD & Mobile Phone 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 communication devices.

Scope

This policy applies to all individuals who have access to personal mobile devices on site. Staff can leave mobile phones in the office (at their own risk) if they wish, but must adhere to this policy if they wish to keep their phone with them. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- ❖ Safeguarding Children Policy
- ❖ Anti-bullying Policy
- ❖ Online Safety Policy
- ❖ Social networking & using photos and filming children.

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other, thus creating a strong morale and sense of commitment, leading to increased productivity.

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

- ❖ It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users

Personal Mobiles – Staff

- ❖ Staff are not permitted to make/receive calls/texts during contact time with children. **Emergency contact should be made via the school office.**
- ❖ Staff should have their phones on silent or switched off and out of sight (eg in a drawer, handbag or pocket) during class time.
- ❖ Mobile phones should not be used in spaces where children are present except in an emergency (eg classroom, playground).
- ❖ Use of phones by staff (including receiving/sending texts and emails) should be limited to non-contact time when no children are present, eg in office areas, staff room, empty classrooms.
- ❖ It is also advised that staff security-protect access to functions of their phone.
- ❖ Should there be exceptional circumstances (eg acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- ❖ Staff are not, at any time, permitted to use recording equipment on their mobile phones, for example: to take recordings/pictures/video of children, or sharing of images.
- ❖ Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- ❖ Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- ❖ Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- ❖ Mobile phones should not be used to make contact with parents.
- ❖ During school trips, all relevant communications should be made via the school office or school mobile.
- ❖ Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobile Phones – Pupils

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:

- ❖ Pupils are not permitted to have mobile phones at school or on school trips
- ❖ If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school, the parent must discuss the issue first with their child's teacher. The phone must be switched off and handed in at the School Office first thing in the morning, and collected by the child at home time. The phone is left at the owner's own risk.
- ❖ Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- ❖ Where mobile phones are used in or out of school to bully or intimidate others, then the Headteacher 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'.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

Parents

While we would prefer parents not to use their mobile phones whilst at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment.

We do not allow parents to photograph school events such as shows or sports day using their mobile phones – but may provide after event opportunities for parents to photograph their own children.

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 office and website.

BYOD Policy

- ❖ The use of personal mobile devices at school deepens learning, is personalised and student- centred, and meets the expectations of teachers, students, parents and guardians
- ❖ At Stonebow Primary School students and staff are permitted to bring their own personal mobile electronic devices to school for the purpose of learning/teaching
- ❖ This policy is applies to only those devices recommended by Stonebow Primary School as being relevant to student learning
- ❖ To harness student and staff connectivity to personal mobile devices for the purpose of developing 21st century teaching and learning skills and for fostering digital literacy, fluency and social responsibility in a safe environment.

Implementation:

- The increasing availability of personal mobile devices has accelerated the demand for new models of learning
- Stonebow Primary School has developed guidelines and procedures for BYOD which will be communicated to staff, students, parents and guardians through the school website, newsletters, booklists and staff share drive
- Technical Support will be provided to access the schools wireless network during school hours when appropriate
- Staff and Students may not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files, internet sites and apps which are relevant to the classroom curriculum.
- Stonebow Primary School is not responsible for any possible device charges to your account that might be incurred during approved school-related use
- Students and parents should be aware that devices are subject to search by appropriate staff if the device is suspected of a violation of the school rules. If the device is locked or password protected the student will be required to unlock the device at the request of teaching or technical staff
- The school's network filters will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited
- It is the responsibility of parents, guardians and staff to ensure that relevant up to date anti- virus software is installed on their device
- Students and staff are strongly encouraged to keep devices secured at all times when not in use. Student phones should be taken to the office at the start of the day and collected at end of school day. No students or staff shall be required to share their devices with others. To avoid loss, theft, and damage, sharing of devices with others is not recommended. Lock codes or device passwords are encouraged.
- Students and staff are solely responsible for the care of devices they choose to bring to school. Stonebow Primary School will not be held responsible (either financially or legally) for lost, stolen, or damaged devices nor for any malware viruses that they may inadvertently acquire via the Stonebow Primary School wireless network

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