



Mobile Phone and Technology Policy

Aims

At Cayton School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom.

Rationale for the policy

There have been historical events across schools in the UK that we need to be aware of to ensure that all of our pupils and adults are safe:

- Use of mobile devices for up-skirting and obtaining imagery of genitals
- Adults taking pictures of children for theirs and others' sexual gratification
- Pornography and violent content accessed by children's own internet connectivity whilst in school
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity
- Inappropriate and violent games accessed and played including 'Blue Whale' which requests users to undertake a series of tasks; the final one being suicide
- Pornographic and violent interpretations of known children's cartoons etc. accessed inadvertently
- Inappropriate and 'dangerous' material stored on personal devices by family members, then accessed without internet connectivity in school
- Pupils contacting family members/ birth family against parental permission
- Pupils taking pictures and videos of staff, creating memes and using VI to distort images, meaning and publishing online, leading to suspension and disciplinary action
- Using images taken of other pupils for bullying and humiliation on social media
- Sharing of personal data on social media inappropriately

Roles and responsibilities

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.
- All staff are being protected by the procedures in this policy.
- Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. 2-factor authentication is encouraged.
- Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches. 2-factor authentication is encouraged.
- Volunteers, or anyone else otherwise engaged by the school will be made aware of this policy through the information given at Reception.
- Staff need to report to the Headteacher should this policy be breached.
- The Headteacher and SLT are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Use of Mobile phones by staff

- **Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile devices while children are present/during contact time. Staff keeping their phone with them during contact times must ensure their phone is switched off (not silent/ vibrate only).**
- The only exception for a teacher using a mobile phone in class is for the 2-factor sign in to the CPOMS system. Only SLT members and member of the safeguarding team are required to use 2-factor authentication.
- Use of personal mobile phones is restricted to non-contact time, and to areas of the school **where pupils are not present** such as the staff room and offices.
- In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call Reception as personal phones will be switched off during lessons.
- The Headteacher will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact. i.e. return calls for medical appointments.

School devices

Each teacher is issued with a school Ipad that they are to use for school/residential photographs/videos. They are all locked using a keypad for security so that only members of staff can access content. This password must not be shared beyond staff members.

Data Protection

- Staff must not use their personal mobile phones to process personal data, or any other confidential school information.
- Staff can use school iPads/ cameras to take pictures – not personal devices
- • Staff can access website programmes that access data on external servers such as Dojo, and CPOMS though should never download content onto their personal devices.
- • Staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure any work phone provided to them. Failure by staff to do so could result in data breaches.

Safeguarding

- Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.
- See the safeguarding policy for further information related to this policy.
- Staff must not contact children on the child's personal devices, only ever contacting them through their parent/carer should this be required/necessary to do so
- • Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
- Our school's use of classroom apps (Class Dojo, CPOMS, Tapestry) can be accessed via staff's personal devices. Information/ images/data cannot be downloaded to a personal device.

School trips are residential activities

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Contact with the school/Headteacher for communication of issues raised on a residential/trip, OR for communication from the main school with parents.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

Sanctions and disciplinary

- Failure to adhere to the outlined and associated policies may face disciplinary action outlined in the disciplinary policy.

Pupil use of mobile phones

Pupils are allowed to bring a mobile to school, though must hand it in upon arrival. This includes:

- Pupils travelling to school by themselves.
- Pupils who use a taxi service to get to school.
- Young carers who need to be contactable.
- Personal phones/ tablets that are internet enabled and have cameras are **not allowed on school trips during the day nor at afternoon clubs or residential trips** (specific or personal circumstances will be considered on a risk-assessed basis i.e. individual medical needs).
- Children are encouraged to include a label for easy identification.

Procedure for pupils' phones in schools:

- On arrival at school, children are to switch their phones off and bring them to the main office to be 'signed in' on the register by the office manager.
- The phones will be locked away for the remainder of the day.
- At the end of the day, children are to collect their phones from the office via the school hall and return to class to be dismissed.
- Phones can only be turned back on once the child has exited the school grounds.

Sanctions and disciplinary

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006) should this be required.
- School staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. **SHOULD** this is required, this is to be completed by the DSL only. If the DSL deems the situation severe, the police will be informed immediately.
- If they are confiscated, parents/carers will be contacted to collect the phone/device
- Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and may involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
 - Sexting
 - Upskirting
 - Threats of violence or assault
 - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Use of mobile phones by parents, volunteers and visitors (including supply staff)

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils on school grounds or school trips or when working with pupils
- Not posting any images/data about the school on social media without consent
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Loss, theft and damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Monitoring and Reviewing

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare.

When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers

- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations.

Signed _____ Headteacher

Signed _____ Chair of Governors

Signed _____ Health and Safety Lead

Policy Written: January 2023 by Mike Taylor

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