



Sebert Wood Primary School

Mobile Phone and Wearable Technology Policy

Date reviewed: Autumn Term 2023

Date to be reviewed: Autumn Term 2025 *(or as and when required)*

Approval by: Headteacher

Signature of Headteacher:

Purpose

At Sebert Wood School, we recognise that mobile phones, including wearable technology, 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 technology use
- Set clear guidelines for the use of technology 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 and wearable technology 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

Roles and responsibilities

Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Assistant Headteacher / Alternate Designated Safeguarding Lead / Online Safety Lead is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The named safeguarding governor will be involved in monitoring this policy.

Staff - Use of mobile phones and wearable technology

The guidance should be read in conjunction with our *Staff Code of Conduct* and *Online Safety, including Acceptable Use Policy*. These identify that:

- Staff should not give their home or mobile telephone number to pupils or parents/carers. Mobile phone communication should be used sparingly and only when deemed necessary.
- Photographs and videos of pupils should not be taken with mobile phones or wearable technology. There may be rare occasions when it is necessary to use these devices, such as on a school trip, but permission must be sought by a member of SLT beforehand. After the trip, the photos must be deleted at the earliest opportunity.
- Staff should not make use of pupils' mobile phone numbers either to make or receive phone calls, or to send to or receive from pupils' text messages, other than for approved school business.
- Staff should only communicate electronically with pupils from school accounts on approved school business e.g. school work. This is particularly relevant if a teacher is giving feedback to a pupil, if they are completing remote learning tasks.
- Staff should not enter into instant messaging communications with pupils.
- Staff should not make or accept friend requests from pupils on any social media platforms.

Personal mobile phones and wearable technology

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal technology must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

If such a situation arises, then the staff member must notify a member of SLT, who will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number [01284 755211] as a point of emergency contact.

Staff are not allowed to use the school's WIFI network for their own mobile phone and other wearable devices.

Data protection

Staff must not use their personal mobile phones or watches to process personal data, or any other confidential school information, unless they have two-factor authentication (e.g.

CPOMS) or a five-digit login code/Face ID/smart lock. Please refer to our Data Protection Policy (GDPR) and Confidentiality Policy.

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's code of conduct for more information.

Pupils - Use of mobile phones and wearable technology

Although we do not expect pupils to bring mobile phones to school, we recognise some of our Year 5 and 6 pupils will be travelling to and from school independently, so parents may wish for them to bring one.

If the child brings a phone it must be switched off on arrival at the school site. It must be handed in at the start of the school day and will be stored securely until the end of the school day. The pupil is responsible for collecting the phone at 3.30pm and it must not be switched on again until they are leaving the school site. They may not be used during after school clubs and activities. Phones may not be stored in pupils' coats, bags or lockers. Pupils must adhere to the school's acceptable use agreement for mobile phone use [Appendix 1].

We also recognise some pupils may have watches that have communication and recording capacity. These functions must not be used on the school grounds, sports events or on educational visits. The expectations for the use of mobile phones also applies to such watches.

Sanctions

If pupils breach the acceptable use agreement for mobile phones and wearable devices sanctions could be put in place. These will depend on the severity of the breach and addressed on an individual basis. This may be:

- The device is confiscated for the day and parents contacted
- The device is confiscated and will only be returned to a parent / guardian
- Permission to bring a device on to the school site rescinded

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

If the school receives allegations of inappropriate behaviour, cyber-bullying or possible criminal behaviour the issue will be explored by the staff and may be referred to other professionals and agencies. The DfE's document *Searching, Screening and Confiscation* allows the headteacher (and staff they authorise) to search phones under certain circumstances.

Such conduct includes, but is not limited to:

- Sexting
- 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

Cyber-Bullying

As with any form of bullying, the school will treat concerns seriously and investigate in line with the school's Anti-Bullying policy and procedure. The school may find it more challenging to deal with cyber-bullying issues that occur out of school due to their nature and may need to work in close collaboration with parents to prevent and address the issues. There are several websites that offer parents some useful advice:

www.internetmatters.org

www.childline.org

Staying Safe

Alongside all the benefits that mobile technology provides, it also opens our young people to risks. The school has a rigorous curriculum on staying safe online, but we request parents monitor their child's phone usage carefully and discuss with them how to respond to these risks. The following websites offer some useful advice:

www.thinkuknow.co.uk

www.vodafone.co.uk/mobile/digital-parenting

Parents/carers, volunteers and visitors - Use of mobile phones and wearable technology

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, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for device 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 device 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 devices, as set out in 'Pupils-Use of mobile phones and wearable technology' section 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 phones or wearable technology during the school day.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use. 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.

Pupils 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 their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

Signs in the school entry, acceptable use agreement and home-school agreement for UKS2 pupils will make staff, pupils, parents and visitors aware of this.

Confiscated devices will be stored securely by the teacher.

If a pupil has made recordings, the school may confiscate the device until the recordings have been deleted by the pupil or their parents.

If a device is confiscated, the school will contact the parents to inform them and ensure safe arrangements for travelling home can be made.

Found devices should be returned to the school office. The school will then attempt to contact the owner.

Monitoring and review

The school is committed to ensuring that this policy has a positive impact on 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

Acceptable Use of Mobile Phones and Wearable Devices – Pupil Agreement

You must follow these rules if you bring a mobile phone to school (unless you have a prior agreement between your parent/carers and the headteacher, e.g. for medical reasons):

1. You must switch your phone off, as soon as you are on the school site, and hand it in at the start of the school day.
2. You are responsible for collecting your phone at the end of the day; other children cannot collect your phone on your behalf.
3. You may not use your phone anywhere on the school site. This includes walking to and from your class room at the start and end of your school day, at before school or after school clubs and during school activities and sporting events.
4. You cannot take photos or recordings (either video/audio) of school staff or other pupils without their consent in school or when off-site on your journey to and from school.
5. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
6. Wearable technology/smart watches may not be used to communicate with others, connect to the internet or take photographs or make recordings. They are to only be used to tell the time.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via the following methods:
 - email
 - text/messaging app
 - social media
9. Do not use your phone or device to send or receive anything that may be criminal.
10. Rules on bullying, harassment, and intimidation apply to how you use your devices even when you are not in school.
11. Do not use vulgar, obscene or derogatory language while on the device or when using social media. This language is not permitted under the school's behaviour policy.
12. You must comply with a request by a member of staff to switch off or store your device.

Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly. This will include sanctions (as per the behaviour policy) and not being permitted to bring a phone/device into school premises.

Acceptable Use Agreement for Children – reply slip

.....(name) in Classagrees to follow these rules and support the safe use of mobile phones and wearable devices at Sebert Wood School.

Pupil signature

Date