ST.CHAD'S C.E.(C) PRIMARY SCHOOL

Mobile Technologies and Communication Policy
"Building Together, with Jesus, for a better future"

Aim
To protect children from harm by ensuring the appropriate management and use of mobile technologies by everyone who comes into contact with St Chad's C.E. Primary School.

Mobile technology devices may be a school owned or privately owned smartphone, tablet, notebook / laptop or other technology (that usually has the capability of utilising the school's wireless network).
Teaching about the safe and appropriate use of mobile technologies is included in the children's online safety programme.

The 'Mobile Technologies Policy' sits alongside a range of polices including but not limited to the Safeguarding Policy, Bullying Policy, Acceptable Use Policy, policies around theft or malicious damage and the Behaviour Policy.

Policy
The school Acceptable Use Agreements for staff, pupils and parents gives consideration to the use of mobile technologies.

The school allows:

	School Devices			Personal Devices		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device	Pupil/Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes- handed to office staff	Yes	Yes
Full network access	Yes	Yes	Yes	No	No	No
Internet only	-	-	-	No	Yes	Yes

PERSONAL DEVICES- not owned by school	Staff and Other Adults				Pupils			
	Allowed	Allowed at certain times	Allowed for certain staff	NOT ALLOWED	Allowed	Allowed at certain times	Allowed f with permission from staff	NOT ALLOWED
Mobile phones may be brought to the school	/				/ handed to office			
Use of mobile phones in lessons				/				/
Use of mobile phones in social time		/						/
Taking photos on mobile phones / cameras				/				/
Use of other mobile devices e.g. tablets, gaming devices			/					/
Use of personal email addresses in school, or on school network			/					/
Use of school email for personal emails				/				/
Use of messaging apps		/						/
Use of social media		/						/
Use of blogs		/						/

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents (email, social media, chat, blogs, VLE etc) must be school based only and professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Whole class / group email addresses may be used at KS1, while students at KS2 and above will be provided with individual school email addresses for educational use.
- Pupils are taught about online safety issues, such as the risks attached to the sharing of personal details. They are also taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Procedures

- To minimise any risks, all personal technologies/mobiles must <u>not</u> be used when children are present. Personal technologies should be stored away from the children and turned off. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.

- Procedures are in place that ensures safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured.

- Visitors, including other professionals, contractors and parents are made aware verbally that they are not to use their mobile phone where children are present.

- Under no circumstances are images, videos or audio recordings to be made by anyone not included in the 'Camera and Use of Digital Images and Video Policy'.

- Personal mobiles may be used in designated areas at break times, where children are NOT present.

- Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.

- The setting will not be held responsible for any loss or damage of personal mobile phones.

Work/Setting Mobile
The mobile phone needs to be clearly labeled as a works mobile phone.

Where the school has a mobile phone and it is the only source of communication or for use on outings, effective security procedures must be in place to guard against misuse.

Monitoring

Procedures will be monitored and reviewed regularly by the Designated Safeguarding Officer and Safeguarding Governors Sub Committee

Approved: Summer 19
Review: Summer 21