



Mobile phone and Smart Device policy

Approved by Governors July 23

Author: Calum Boothroyd

Next review due by: July 25

At William Morris we recognise that mobile phones and smart devices, are an important part of everyday life for our parents and staff, as well as the wider school community. Whilst we understand

that mobile phones and smart devices may have an important part in pupil's life outside of school, we believe that these devices do not need to play a role in their school life unless they are school issued or needed for the pupil's safety.

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 safeguarding and behaviour policy.

This policy also aims to address some of the challenges posed by mobile phones and smart devices 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

Smart devices that have camera functionality

With the enhanced functions of many mobile phones, tablets and watches and possibility of misuse, there can be cause for concern. Misuse includes the taking and distribution of e.g. images of pupils/staff to other mobile phone users or email addresses or social media which could result in bullying or harassment.

In addition to this, William Morris recognises that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all smart devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

For the purposes of this policy a 'smart device' is recognised as any of the following: a camera phone, a smart phone, a tablet (with or without a camera), and watches that are capable of taking images.

Staff Policy

Staff use of personal mobile phones during their working day should be:

- outside of their directed, teaching time
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. cupboards/lockers and not seen on teacher's desks. The school cannot take responsibility for items that are lost or stolen. All staff are encouraged to give the school office number 01793 299022 as a point of emergency contact. 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 specific emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

In this situation the member of staff who needs to have use of their phone during contact time should discuss this with a member of SLT, who will decide on a case-by-basis whether to allow for special arrangements.

If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephones wherever possible. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Head Teacher following safeguarding procedures and the Trust's Code of Conduct.

Staff will be issued with school mobile phones when participating in residential trips. With regard to camera phones or other electronic devices that have the capability of taking still or moving images, a member of staff should never use their own personal device to photograph pupils or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and associated procedures. Under no circumstances should staff take photographs of children's injuries on any device.

It is recognised that smart watches have come to replace standard watches for many people, however whilst in directed teaching time or in the presence of children it is an expectation that staff only use standard time measuring features on their smart watch. This is to safeguard both students and staff.

Pupil Policy

William Morris fully acknowledges a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, however we do not permit pupils bringing mobile phones in year groups below Year 5 & 6. There may be circumstances when a child needs to bring a mobile phone or smart device into school, this may include:

- Switching to another parent/carers house after school
- Going to a friend's house after school

Before any smart device is brought into school it needs to be agreed and both pupil and parent need to sign the Smart Device Acceptable Use Policy.

When a child needs to bring a phone (or other smart device) into school it must be left in the Teachers locked cupboard at the start of the day (from 8.30 a.m.) and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own device. Parents are advised that William Morris accepts no liability for the loss or damage to devices which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone or other smart device, the device will be confiscated from the pupil, handed to a member of the Senior Leadership Team. The Senior Leader will then inform the pupil's parent/carers of inappropriate use and pupils will be

reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader.

Pupils are not permitted to use their device whilst on the school site and, if a pupil is found taking photographs or video footage of either other pupils or teachers with a mobile phone or other smart device with camera capability, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil or parent in the presence of a senior teacher. Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

For the purposes of this policy the following items are recognised as smart devices: mobile phones, smart phones, tablets and watches with access to a camera or games.

Acceptable Use Agreements for children

Children in years below Year 5 and 6 should not be bringing a smart device to school.

Pupils in Years 5 and 6 are required to sign, along with their parents, the Smart Device Acceptable Use Agreement before being allowed to bring their mobile phone to school.

Parents, Visitors and Volunteers Policy

Parents, visitors, volunteers and Governors are not permitted to use their mobile phones in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile phones or any other electronic device to photograph pupils or make video recordings anywhere on the school site or when accompanying pupils on off-site visits or at sporting fixtures.

Parents are sometimes permitted to take photos and videos at Fab Finish events, plays and sports days. The school will advise if this is acceptable at each event. Parents are asked to only photograph their own children at events. Parents will be reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and should not be shared on any form of social media.

This policy will be monitored by SLT and reviewed every 2 years.