

St Andrew's School

A school with Quaker values

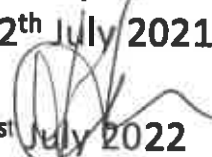
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The St Andrew's School Trust is a Registered Charity No. 1129232

Mobile Device Policy

Last reviewed date: 5th July 2021
Adopted by Trustees date: 12th July 2021
Signed by Chair of Trustees: 
Next review date: 1st July 2022

The St Andrew's School Trust is a Registered Charity No. 1129232
Registered Office as above. Registered in England and Wales Author: JL
Trustees: Mr J Garner, Ms V Jones, Mr C Johnson, Mrs J Davis, Mrs R Robinson,
Mrs M Hodge, Mr M Goodwin



1. Introduction and aims

At St Andrew's School, we recognise that mobile devices (including smart phones, tablets, iPods, iPads, watches, camera phones etc.) are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible device use
- Set clear guidelines for the use of mobile devices for students, staff, parents and volunteers
- Support the school's other policies, particularly the Safeguarding Policy, Behaviour Policy and Online Safety Policy

This policy also aims to address some of the challenges posed by mobile 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

2. Roles and responsibilities

2.1 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 Senior Management Team is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

2.2 Trustees

The Trustees read and ratify the policy every year.

3. Use of mobile devices by staff

3.1 Personal mobile devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while students are present or during contact time (e.g. lessons, supervising the students at breaktimes and lunchtimes, whilst on school trips). Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where students are not present, such as the staff room, school office or meeting rooms. At all other times, staff mobile devices should be switched off or on silent mode and locked away. The Bluetooth functionality of a mobile device should be switched off at all times and may not be used to send images or files to other mobile devices.

Staff should never send to, or accept from, colleagues or students, texts or images that could be viewed as inappropriate.

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

- In the case of acutely ill dependents or family members
- If awaiting an extremely urgent response about an emergency situation

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 should use the school office number, 01263 837927, as a point of emergency contact.

Mobile devices and personally owned mobile devices brought into school are the responsibility of the device owner. St Andrew's School accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

3.2 Data protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information (see Data Protection Policy).

Separate Wi-Fi has been set up for staff's personal devices and the access code is available on request via the office. This is monitored and filters/firewalls are in place.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or students, including connecting through social media and messaging apps. Should staff be contacted by a parent or student via social media platforms or similar, staff should immediately block them and report it to a DSL (Designated Safeguarding Lead) or the Headteacher, who will then decide on any further action.

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

Staff must not use their mobile devices to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson, school trip or activity, this must be done using school equipment. They must not allow themselves to be photographed by students.

Staff and students are not permitted to use any mobile device in changing rooms or toilets.

3.4 Using personal mobiles for work purposes

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

- Emergency evacuations
- Supervising off-site trips for emergency use only, to link with other staff members. Any emergency contact with parents will be made using a school mobile/device or via the school office.

- **Supervising residential visits, for emergency use only, to link with other staff members. Any emergency contact with parents will be made using a school mobile/device or via the school office.**

In these circumstances, staff will:

- **Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct**
- **Not use their devices to take photographs or recordings of students, their work, or anything else which could identify a student**

3.5 Work mobile phones/devices

Some members of staff are provided with a mobile device by the school for work purposes.

Only authorised staff are permitted to use school devices, and access to the device must not be provided to anyone without authorisation.

Staff must:

- **Only use device functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet**
- **Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.**

3.6 Sanctions

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

See the school's Staff Disciplinary Policy for more information.

Any staff member that witnesses another staff member failing to comply with this policy is expected to trigger whistleblowing procedures (see Whistleblowing Policy).

4. Use of mobile devices by students

4.1 Student's personal devices

St Andrew's School fully acknowledge a parent's right to allow their child to bring a mobile device to school with them for the taxi journey. However, the following rules must be adhered to.

The students will be expected to hand over their device to a member of staff when they are collected from the taxi/vehicle. The devices are not to be left in their school bags, for safeguarding reasons, as well as the risk of theft.

- **The mobile devices are then locked away in a secure cabinet where they remain until the end of the school day.**
- **The students are not permitted to access their mobile devices during the day.**
- **They are not permitted to take photographs of any staff members or other students at any time.**
- **They are expected to turn off their devices on their arrival at school before exiting the vehicle. On their departure from school, they can only switch their device on when they are in the taxi/vehicle and not before.**

4.2 Sanctions

Where a student is found by a member of staff to be using a mobile device whilst on school premises, the student will be given a warning and the device will be confiscated from the student (Education and Inspections Act 2006 section 91). A call will then be made to parents.

Persistent refusal to hand over the device at the start of the school day will result in parents being called in for a meeting. During this meeting the student will be asked to sign a contract stating that they will hand over their mobile device; refusal to sign the contract will result in parents being asked to ensure that their child does not bring their device to school.

If the student continues to refuse to hand over their device after they have signed a contract stating that they will, this will be deemed as a breach of school rules and a fixed term exclusion will apply, at which point the Exclusions Policy will be followed.

Staff have the right to confiscate a mobile device if they suspect the student of engaging in certain types of conduct, bullying or harassment, which can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Bullying
- 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

Mobile devices and personally owned mobile devices brought into school are the responsibility of the device owner. St Andrew's School accepts no responsibility for the loss, theft or damage of mobile devices or personally owned mobile devices.

5. Use of mobile devices by parents, volunteers and visitors

Parents, visitors and volunteers (including Trustees 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 staff, students or of their own child
- Not posting photographs of school events on social media
- Not using mobile devices in lessons, or when working with students

Parents, visitors and volunteers will be informed of the rules for use of mobile devices when they sign in at reception or attend a public event at school. There will be a clear notice by the signing in sheets or they will be handed an information slip detailing the rules (Section 8, Appendix 1).

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

- Use their mobile device to make contact with other parents
- Take photos or recordings of students, their work, or anything else which could identify a student, including their own child, if applicable

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for students using their mobile devices, as set out in Section 4 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 device during the school day.

6. Loss, theft or damage

Students bringing mobile devices to school must ensure that devices are appropriately labelled, protected, switched off or on silent mode and are stored securely in the school's lockable cabinets.

Students must secure their devices as much as possible, including using passwords or pin codes to protect access to the device's functions. Staff must also secure their personal mobile devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches.

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

This will be made clear in the home-school agreement that the students and parents sign on joining the school.

Confiscated mobile devices will be stored in the office safe or a locked cabinet. This will then become the school's responsibility to ensure that the device is kept safe until it is returned to the owner at the end of the school day or passed on to the police, depending on the circumstances.

If any device is discovered on the premises (lost phones/mobile devices) it should be taken to a member of the school office immediately. The office staff will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and students
- Feedback from teachers
- Feedback from Trustees
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisation

8. Appendix 1: mobile device information slip for visitors

Use of mobile phones/devices in our school

- Please keep your mobile device on silent/vibrate while on the school grounds.
- Please do not use mobile devices where students are present. If you must use your device, you may go to the office or meeting room.
- Do not take photos or recordings of students or staff.
- Do not use your device in lessons, or when working with students.

The school accepts no responsibility for mobile devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the school office.
