



'It's awesome at Ayresome'

AYRESOME PRIMARY SCHOOL

Use of Mobile Phones and Smart Watches in School Policy

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This policy applies to any person who may have access to a mobile phone or smart device on the school site. This will include pupils, staff, parents/carers, visitors and contractors.

Aims and Rationale

Mobile phones and smart technology have advanced significantly over recent years, and they continue to evolve. Many phones and smart watches now offer internet services, camera, video and sound recording. Due to this emerging technology, there are associated risks and the aim of this policy is to promote safe and appropriate practice through establishing clear and robust guidelines. In this way, we can ensure that all children and staff are safeguarded while using our school building and site.

Guidelines

Staff

During teaching time, while supervising children on playground duty and during meetings, mobile phones will be switched off or put on 'silent' mode. Mobile phones should be stored in a secure cupboard or locked drawer where children cannot access them. Smart watches may be worn however should be set to silent mode in relation to communication applications on the watch. Staff and children should not be distracted during learning or supervision times by smart devices and their notifications.

In accordance with the *Acceptable Use Policy and GDPR Policy* staff should not use personal devices to take photographs or videos of any pupils in school. Only school cameras or devices are to be used for this purpose.

Pupils

There are no reasons why a pupil needs to have in their possession or use a mobile phone during the school day. Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Pupils are advised that if in exceptional circumstances, agreed with the Headteacher, they bring a mobile phone onto the school grounds during the school day, the phone should be stored in a secure place provided in the school office daily. The phone can be retrieved at the end of the day. The phone is stored at the owners risk and school will accept no responsibility for replacing lost, stolen or damaged phones.

Parents, Visitors and Contractors:

For safeguarding reasons parents/carers, visitors and contractors are not permitted to use mobile phones on school site when children are present and school is in session. Should a visitor or contractor need to make or receive a call in school, he/she will be directed to a private office space where no children are present. Notices are on display in the school reception area, in all halls spaces and near to outside doors to ensure that all adult users of the school site are aware of this. No parent/carer, visitor or contractor is permitted to take images of pupils on the school grounds unless permitted on special events with Headteacher's permission. If a photograph taken in these circumstances includes children other than those of the parent/carer concerned, then parents should not place images featuring the other children taken at school on social media sites without permission from the other parents involved.

Inappropriate Use

It is recognised that it is the enhanced functions of mobile phones and smart watches that cause the most concern and that are most susceptible to misuse. This can include the taking and distribution of indecent images, exploitation and bullying. When mobile phones are misused, it can impact upon an individual's dignity, privacy and right to confidentiality. It is appreciated that it can be difficult to detect when such devices are present or being used, particularly the camera and recording functions. For this reason at school the use of mobile phones and smart watches has been limited as described above.

Generally, a mobile phone or smart watch will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person; or
- Is in breach of any law.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass any other person through any text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy and police will be notified if appropriate.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Therefore school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones and smart watches, apply equally to the inappropriate use of portable computer games, iPads and other similar devices.

Exemptions

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.