



George Fentham Endowed School

Mobile Devices/Technologies Policy

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Mobile Devices/Technologies Policy

(inc. Bring Your Own Device - BYOD)

Scope

This policy applies to all individuals who have access to mobile devices on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to, and works alongside, the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Online Safety Policy
- Acceptable Usage policy
- Behaviour policy.

Introduction and Aims

At George Fentham Endowed School the welfare and well-being of our pupils is paramount. The aim of the Mobile Devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse, with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices (to include, but not limited to; Smartphones, iPads, Cameras and wearable devices).

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook/laptop, wearable device (watch) or other technology that usually has the capability of utilising the school's wireless network, if permitted. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the learners, staff and wider school community understand that the primary use of any mobile device at school should be educational and that this is irrespective of whether the device is school owned/provided or personally owned.

Teaching about the safe and appropriate use of mobile technologies is included within our Computing Curriculum, alongside more specific Online Safety education opportunities (assemblies, workshops etc).

Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Learners now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest.

By effectively maximizing the use of such resources, schools not only have the opportunity to deepen learning, but they can also develop digital literacy, fluency and citizenship in learners that will prepare them for the high-tech world in which they will live, learn and work.

Considerations

There are a number of issues and risks to consider when implementing mobile technologies, these include (but are not limited to); security risks in allowing connections to our school network, filtering of personal devices, breakages and insurance, access to devices for all learners, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership etc

The use of mobile technologies brings both real benefits and challenges for our school community – including teachers - and the only effective way for us to implement the safe use of these technologies successfully is to involve the whole school community, therefore this policy has been produced with input from pupils, parents, staff and the Governing Body, to ensure that the risks and benefits have been clearly identified and shared with all stakeholders and that they understand their unique responsibilities in keeping everyone safe.

Further to this:

- The school's Acceptable Usage agreements for staff, pupils and parents/carers makes clear reference to the use of mobile technologies
- The school allows:

	<i>School/devices</i>		<i>Personal devices</i>			
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device ¹	Pupil owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes/No ¹	Yes ²	Yes/No ³
Full network access	Yes	Yes	No	No	No	No
Internet only	No	No	Yes	No	No	Yes

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff (for the purposes of this policy staff will include any and all adults on site) work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

In upholding this, our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding

¹ Only with permission from the Headteacher, having written to them requesting that their child be permitted to bring the device to school for safety reasons (e.g walking home alone after school etc) Such devices will be handed in at the school office, placed in a bag and put into a lockable drawer/safe space first thing in the morning and returned at the end of the day.

² Not to be used between 8.30am and 4.30pm (when children are on site) other than in agreed/designated areas (specific spaces within school – Small staffroom office, Headteacher's office, Nursery office).

³ Visitors may, with agreement from the Headteacher, bring their own devices into school, for an agreed purpose (e.g. Music teacher, visiting speaker etc).

- acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the process for reporting, as well as the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones/devices within the setting, which is agreed to by all users:

- **The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices:**
 - All school devices are controlled through the use of Mobile Device Management software (provided, maintained and monitored by Solihull EICTS)
 - Appropriate access control is applied to all mobile devices, according to the requirements of the user (e.g Internet only access, network access allowed, shared folder network access)
 - The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by any increase in the number of connected devices
 - For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted
 - Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user
 - All school devices are subject to routine monitoring
 - Pro-active monitoring has been implemented to monitor activity
- **When personal devices are permitted:**
 - All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access
 - Personal devices (if agreed with the Head teacher) are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school
 - The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
 - The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
 - The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security
 - The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues
 - Staff are not at any time permitted to use recording equipment on their mobile device, for example: to take recordings of children, or sharing images.
 - Legitimate recordings and photographs should be captured using designated school equipment (cameras and iPads).
 - Staff should report any usage of mobile devices that causes them concern to the Online Safety Lead (Mr Bass)/Headteacher (Mrs Gaughan).

- **Mobile devices for work related purposes:**

We recognise that mobile devices provide a useful means of communication on offsite activities. However, staff should ensure that:

- On any outings and/or visits only the Lead adult (i.e. not other staff/helpers etc) is permitted to use their own mobile device (for the purposes of contacting school or in an emergency). Use on these occasions must be appropriate and professional (and will never include taking photographs of children).
- Mobile devices should not be used to make contact with parents during school outings – all relevant communications should be made via the school office.
- Where parents are accompanying outings they are informed not to use their mobile devices to make calls, send texts/emails or access social networking sites during the outing or use their phone/device to take photographs of children.
- In the case of the Designated Safeguarding Lead (and 2 deputies), they are required to use their mobile phone for 2 Factor Authentication in order to be able to log into CPOMS (Safeguarding Monitoring System). In doing so, they will be mindful of the proximity of any children, use it for no other purposes & are bound by all other stipulations set out within this policy.
- In the case of the Site Manager, he/she is required to carry a 'school' mobile phone on them at all times (Lone Working policy – Health & Safety, contactable for emergencies etc). With this in mind we ensure that this school mobile phone has no camera function and any wireless capability is switched off. Wherever possible, the site manager endeavours to only answer calls when there are no children around. In the event that this is unavoidable, the site manager will make every effort to move to somewhere more suitable to continue the call. In all other circumstances, the site manager is bound by the remainder of the stipulations set out within this policy.

- **Personal Mobile Devices - Pupils:**

- We recognise that mobile phones/devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:
- Pupils are not permitted to have mobile phones/devices at school or on trips, unless it is for medical purposes (documentation provided) or has been agreed with the HT.

If in the rare event of a parent wishing for his/her child to bring a mobile phone/device to school to contact the parent after school:

- the parent must discuss the issue first with their child's teacher/Head Teacher.
- the phone/device must be handed in, switched off, to a member of the office staff or Head Teacher, first thing in the morning and collected from them by the child at home time (the phone/device is left at the owner's own risk).
- Mobile phones/devices brought to school, or on an outing, without permission will be confiscated and returned at the end of the day.
- Where mobile phones/devices are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

- **Personal Mobile Devices - Volunteers**

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone/device policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones/devices.

- **Personal Mobile Devices - Parents**

We insist that parents' usage of mobile phones/devices, whilst on the school site, is in accordance with our mobile phone/device policy as it relates to staff, being switched off and, where necessary, used only in the designated areas specified. This forms part of the 'Safeguarding and Health & Safety Information and Expectations for Visitors & Volunteers' leaflet.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher/Deputy Head Teacher.

Where parents are accompanying outings they are informed not to use their mobile devices to make calls, send texts/emails or access social networking sites during the outing or use their phone/device to take photographs of children.

We currently allow parents to photograph or video school events such as shows or sportsday using their mobile phones/devices, for their own personal use – **but insist that parents do not record or publish images (e.g. on social networking sites).**

- **All users are expected to act responsibly, safely and respectfully in line with current acceptable use agreements. In addition;**

- Devices may not be used in tests or exams
- Visitors should be provided with information about how and when they are permitted to use mobile technology, in line with local/school safeguarding arrangements
- Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
- Users are responsible for protecting and looking after their devices while in the school
- Personal devices should be charged before being brought to the school as the charging of personal devices is not permitted during the school day (H & S: They may not have received Portable Appliance Testing or PAT)
- Devices must be in silent mode on the school site
- School devices are provided to support learning.
- Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted
- The software/apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The school will ensure that devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to learners on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately
- School owned/provided devices may be used in lessons in accordance with teacher direction
- Staff/Visitor owned devices should not be used for personal purposes during teaching sessions/workshops/meetings, unless in exceptional circumstances and with agreement of the Headteacher
- Printing from personal devices will not be possible

Links with other policies

This policy is linked to our:

- [Behaviour policy](#)
- [Child protection policy](#)
- [Data protection policy and privacy notices](#)
- [Home-school agreement](#)
- [ICT and internet acceptable use policy](#)
- [Online safety policy](#)