

Mobile Device Policy

Introduction

This policy provides guidance on the appropriate use of mobile devices in school by staff, volunteers, trainees, pupils and visitors.

Mobile devices are defined as any handheld electronic equipment which is capable of receiving, sending, storing and viewing data; e.g. ipads and mobile phones.

Mobile devices, especially mobile phones, are becoming more popular. Built-in cameras enable users to take pictures/video. These can be sent to other mobile devices, email addresses or posted on the Internet.

There is potential for mobile devices to be used inappropriately. They can be used for bullying or harassment against pupils and staff. Inappropriate use may also raise child protection issues.

Longhoughton C of E Primary School accepts no responsibility for any loss, damage or theft of any mobile device brought onto the School site; owners of mobile devices do so at their own risk.

Staff Policy

Staff use of mobile devices during the school day should be appropriate and discreet i.e. not in the presence of pupils.

Mobile devices should be kept in a safe place during lesson times and either switched off or placed in silent/vibrate mode, so as not to disrupt lessons.

BYOD - Bring your own Device

The school recognises that mobile devices have many functions which, when used appropriately, can have educational benefits within a lesson; e.g. replaying of music/videos. Staff may use personal mobile devices during lessons, at their own discretion, with prior permission from the Headteacher. However, these devices should be kept in a safe place when NOT being used within lesson time.

Staff are to ensure that devices have appropriate and up-to-date antivirus software.

Staff should never contact pupils via their mobile device or give pupils their mobile phone number.

Staff are strongly advised not to contact parents via their mobile device or give parents their mobile phone number.

Staff should not allow themselves to have their pictures/video taken by pupils; unless School equipment is being used for educational purposes.

Staff should not use personal mobile devices to photograph or video a pupil or pupils. However, there can be special circumstances when a personal mobile device is used to take pictures/video of pupils e.g. school equipment not available. In these circumstances the pictures/video **MUST** be transferred to school equipment as soon as possible. The pictures/video on the personal mobile device **MUST** then be deleted.

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Staff should avoid taking photographs of pupils home to make resources. If this is unavoidable, the photographs should be sent via/and to an approved e-mail address or stored on school equipment and NOT saved onto personal equipment or e-mailed.

Pupil Policy

Longhoughton C of E Primary School has a clear policy in not allowing pupils to bring mobile devices onto school. However, the school acknowledges that there may be special circumstances when a parent wishes their child to bring a mobile phone into school. In these cases, the matter must be discussed with the Headteacher. In these cases, a permission form (Annex A) must be signed by a parent/carer before, or when the phone is brought into school.

The phone needs to be taken to the School Office before the child goes into their classroom and collected at the end of the school day.

The school accepts no responsibility for any damage to, loss or theft of the phone.

The phone should be appropriately marked, so that the child can recognise it.

Should the child be found using the phone inappropriately, the school reserves the right to withdraw this privilege and they may no longer be allowed to bring a phone into school.

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|------------------------|--|
| Author | Creation Date |
| ICT Governor Committee | April 2013 |
| Reviewed | Revision date |
| Staff and Governors | September 2013, September 2015, September 2016 |
| Agreed and adopted | Autumn Interim Meeting 2013, Autumn Interim Meeting Autumn 2015, Committee One Autumn 2016 |
| Signed | |



Annex A

Dear Parent/Carer,

Mobile Phone Parental Consent

In accordance with our School Mobile Device Policy, we understand that your child will be bringing a mobile phone into school on a regular basis.

Please sign the form below and return it to the School Office.

Please remember that:

1. Your child needs to bring the phone to the School Office before they go into their classroom and collect the phone at the end of the school day.
2. The school accepts no responsibility for any damage to, loss or theft of the phone.
3. The phone should be appropriately marked, so that your child can recognise it.
4. Should your child be found to be using the phone inappropriately, the school reserves the right to withdraw this privilege and they may no longer be allowed to bring a phone into school.

Yours sincerely,

Tracey Critchlow
Headteacher

Mobile Phone Parental Consent

I/We give permission for _____
to bring their mobile phone into school.

I/We have read the policy and agree to the terms and conditions set out regarding the use of mobile phones by pupils.

Signed:(Parent/Carer)_____

Date:_____