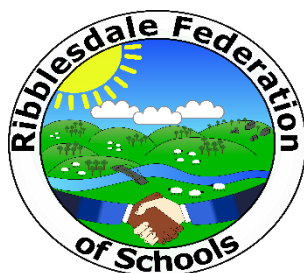


# Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



## Mobile & Smart Technology Policy

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
September 2023	No policy available	27.09.23	September 2024
January 2026	Update and review	2.2.26	Every 3 years: Cycle B Spring 29
Signed and dated: 2.2.26			
Executive Headteacher	C. Maddock	Chair of Governors	John Bradley

## **Mobile and Smart Technology Policy**

### **Rationale**

At the Ribblesdale Federation, we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology; however, we are very aware of the possible dangers of the misuse of technology. This policy aims to provide guidance to staff, pupils, parents/carers and visitors. It aims to ensure privacy is protected, online safety is preserved and valuable equipment is looked after appropriately. With the evolution of mobile phones and smart watch technology -including camera facilities as standard - it is of the upmost importance that the way we deal with mobile phones and smart watches in school is planned for.

### **Policy Aims:**

- Promote and set an example for safe and responsible device usage
- Set clear guidelines on acceptable use of devices
- Support the Federation's other policies; especially those relating to safeguarding and child protection
- The policy aims to address some of the challenges posed by devices such as:
  - Risks to child protection
  - Data protection issues
  - Potential for disruption in lessons
  - Risk of theft, loss or damage

### **Staff (Including supply and agency)**

All staff are responsible for enforcing this policy.

Classroom based staff are permitted to take their mobile/smart phones into the classroom but they should be switched off/put on silent mode and put away in a cupboard/filing cabinet or stored safely and appropriately. Smart watches can be worn but they should be switched off or set to "silent mode" during lesson times. Bluetooth or other forms of communication, such as "airdrop" should be hidden or disabled during lesson times.

Staff use of mobile/smart phones and smart watches during their working day should be:

- Appropriate only during break times;
- In keeping with professional responsibilities and expectations;
- Phones/ Smart watches and emails should only be responded to during break times and should not be used when pupils are present

Staff should never contact pupils or parents/carers via their own personal mobile and should not give their mobile number to parents/carers of children at the school. Staff should never use their personal phones or smart watches to take photographs of pupils or allow themselves to be photographed by pupils. During a class trip/activity day/residential visit, a member of staff should take a school iPhone/iPad with them to take photographs.

Any member of staff found to misuse a mobile/smart phone or smart watch will be subject to disciplinary action in line with the disciplinary procedure. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classrooms should be reported to the Designated Safeguarding Lead in line with the safeguarding and whistleblowing policies and

procedures.

Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security, staff code of conduct and Acceptable Use Policies.

## **Pupils**

We realise that mobile phones have become an important part of everyday life for many children and that they can be a method of keeping them safe and secure. However, we also recognise that they can prove to be a distraction in school and can be a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones or any other devices at school, except in exceptional circumstances (see below).
- Mobile phones brought in without permission will be confiscated and will need to be collected by an adult.
- Mobile phones are not allowed on trips or residential visits.
- Smart/Electronic watches such as Apple Watches or devices that can be used as phones/cameras are not permitted
- The Federation reserves the right to hold on to the mobile phone/smart watch and ask the parents/carer to collect from school.
- For serious incidents, the Federation may withdraw the agreement to allow the child to bring the mobile phone to school and consider sanctions in the school behaviour policy.

## **Parents/Carers**

It is a requirement that all pupils are collected from school by a responsible adult, unless permission has been sought for pupils to work to and from school alone, therefore the need for a child of primary school age to make telephone contact after school will not arise. If a child needs to contact a parent or carer, they can do so swiftly from the school office. If a message needs to be conveyed from a parent/carers to a child, the school office will take these calls and pass the necessary information on promptly.

However, we recognise that in exceptional circumstances a child may need access to a mobile phone when travelling to and from school for security/family reasons or if they have been granted permission via the school and parents to walk to and from school alone (Y5/6). If this is the case, then the child's parents/carers must submit a written request to the Executive or Assistant Headteacher first, so that permission can be obtained. It is important that parents/carers allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse:

- Phones are to be switched off
- Phones are to be handed to the school office or class teacher/Assistant or Executive Headteacher to be locked away in the school office at the beginning of the day. They will be returned at the end of the day
- It cannot be guaranteed that the secure drawer will be locked at all times as the staff may require access to resources/materials/possessions.
- The Federation accepts no responsibility for mobile phones/smart watches that are lost, damaged or stolen on our school premises

- The taking of photographs and video footage using a camera phone is not permitted either on the school premises, or on off site visits and events
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a member of the senior leadership team
- The making of recordings using a mobile phone or other device is not permitted either on the school premises, or on off site visits and events.

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- The Federation reserves the right to hold on to the mobile phone/smart watch and ask the parents/carer to collect from school.
- For serious incidents, the Federation may withdraw the agreement to allow the child to bring the mobile phone to school.

### **Volunteers, Visitors and Contractors**

Volunteers, visitors (including parents and carers) and contractors must adhere to this policy if onsite during the school day or when pupils are on site.

They must:

- Not take photos or recordings of pupils.
- Not use phones or smart watches when working with children (volunteers/visitors).
- Keep mobile phones and smart watches on silent when at school.
- Not use phones or smart watches where pupils are present. They must make a staff member aware if the need to use a mobile device or smart watch. They will then be escorted to a safe place away from pupils to use them.
- Not make any recordings of children or staff when in attendance at the school, including during scheduled or unscheduled meetings, unless prior permission by all parties is agreed in advance of the meeting. Please note, it is not normal practice for any meetings to be recorded.

Visitors, volunteers and contractors will be made aware of this policy and the rules for mobile phone use when arriving at school.

### **Definition of mobile phones, smart phones and smart watches**

#### **Mobile Phone**

A mobile phone is a portable telephone that can make and receive calls over a radio frequency link while the user is moving within a telephone service area, as opposed to a fixed-location phone.

#### **Smart Phone**

A smartphone is a portable computer device that combines mobile telephone functions and personal computing functions into one unit.

#### **What is a smartwatch?**

A smartwatch is a wearable computing device that closely resembles a wristwatch or other time-keeping device.

In addition to telling time, many smartwatches are Bluetooth-capable. The watch becomes a wireless Bluetooth adaptor capable of extending the capabilities of the wearer's smartphone to the watch. The wearer can use the watch's interface to initiate and answer phone calls from their

mobile phone, read email and text messages, get weather reports, listen to music, dictate email and text messages, and ask a digital assistant a question.

Other smartwatches are standalone devices with a specific purpose. For instance, some smartwatches collect data about the wearer's health, monitoring the wearer's heart rate, for instance. Other provide Global Positioning System (GPS) data, providing the wearer with walking or driving directions.