Dishforth Airfield Primary School
Mobile and Smart Technology Policy

Key Details

Designated Safeguarding Lead: Julie Lyon, Headteacher

Named Governor with lead responsibility: Jim Brown

Date written/updated: October 2024

Date agreed and ratified by Governing Body: November 2024

Date of next review: November 2025

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

1. Policy aims and scope

- This policy has been written by Dishforth Airfield Primary School building on The Education People's mobile and smart technology policy template with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' [Early Years and Foundation Stage](#) '[Working Together to Safeguard Children](#)'
- The purpose of this policy is to safeguard and promote the welfare of all members of the Dishforth Airfield Primary School community when using mobile devices and smart technology.
    - Dishforth Airfield Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile and smart technology.
    - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), Julie Lyon, Headteacher, is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
    - Anti-bullying policy
    - Acceptable Use Policies (AUP)
    - Behaviour and discipline policy
    - Child protection policy
    - Code of conduct/staff behaviour policy
    - Curriculum policies, such as: Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
    - Data security
    - Online Safety

3. Safe use of mobile and smart technology expectations

- Dishforth Airfield Primary School recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Dishforth Airfield Primary School community are advised to:
  - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
  - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of the Dishforth Airfield Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

4. Staff use of mobile and smart technology

- 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 Dishforth Airfield Primary School policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during lesson time.
  - Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
  - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
  - Not use personal devices during teaching periods unless written permission has been given by the headteacher, such as in emergency circumstances.
  - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
  - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the headteacher.
- Staff will only use school provided equipment (not personal devices):

- o to take photos or videos of learners in line with our image use policy.
  - o to work directly with learners during lessons/educational activities.
  - o to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour code of conduct and allegations policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

5. Pupils use of mobile and smart technology

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies e.g. PSHE and Computing.
- Personal mobile or smart technology devices are not permitted onsite for pupils.
- Dishforth Airfield Primary School does not allow pupils to bring personal devices (including internet enabled smart watches) and mobile phones to school except with written permission from the headteacher or deputy headteacher, given in exceptional circumstances following a risk assessment. For those pupils who are given permission, Dishforth Airfield Primary School expects pupils' personal devices and mobile phones to be handed in to the class teacher who will store them in the school office

- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use an office phone.
  - o Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the headteacher/ deputy headteacher**.**

5.1 Searching, screening and confiscation of electronic devices

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding pupils' use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour policies.
- Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy or if written permission has not been given by the headteacher / deputy headteacher.
- Mobile phones and devices that have been confiscated will be held in a secure place (school office) and released to parents/carers.
- Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
- Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
- Where there is a concern that a child is at risk of harm, we will contact respond in line with our child protection policy.
- If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

6. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
  - mobile phones and personal devices are not used in any area except the office waiting area, unless permission is granted by the headteacher/deputy headteacher for use for a specific purpose, for example, as part of multi-agency working arrangements.
- Appropriate signage and information is in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with learners as part of multi-agency activity, this will be discussed with the headteacher prior to use being permitted.
  - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.

- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or headteacher / deputy headteacher of any breaches of our policy.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Dishforth Airfield Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance, through staff training, classroom management.

8. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures (Child Protection and Behaviour Policies).
- Where pupils breach this policy:

  appropriate sanctions and / or pastoral support will be implemented in line with our behaviour policy

  concerns will be shared with parents / carers as appropriate

  we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm

- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or headteacher will seek advice from the North Yorkshire Safeguarding Board.