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**Frome Valley CE First School**

**Mobile Technology Policy**

**Rationale**

The safety of pupils at Frome Valley First School is of the utmost importance. In recent years, developments in mobile technology have been extensive and rapid, (mobile phones, laptops, iPods, iPhones, MP3 players, memory sticks, DSs). These devices can now do much more than just make voice calls. Integrated cameras, video messaging, mobile access to the internet are now commonplace, allowing access to a whole range of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology. The age of ownership of such technology, including mobile phones is becoming ever lower.

However, as with any technology there are associated risks and children need to understand these and develop appropriate strategies and behaviour for keeping themselves safe, as well as understand their responsibilities in ensuring there is no misuse of their device.

Parents should also be aware of the risks and responsibilities of this modern system of communication as it affects their children in school. There may be times when students are photographed as part of normal school activity.

Any parent not wishing their child to be included in this should make this known to the school in writing usually on the permissions form completed on admission. This includes photos for display around the school, on our website or newsletter and in the local press.

**Aims**

* To inform staff, pupils and parents about the use of mobile technology in the school
* To ensure staff, pupils and parents are familiar with the school policy on pupil use of personal mobile technology in school
* To highlight the child protection issues of using camera and video phone technology in school.
* To counter the use of text / instant messaging in school as a form of bullying.
* To determine exactly if and when mobile phone use is permitted in the

school.

* To offer safety guidelines to pupils/staff/visitors on general mobile use.
* To encourage responsible use of devices and outline consequences of not adhering to school policy on the use of mobile phones and other electronic gadgets.
* To outline the consequences of not adhering to the school mobile technology policy.
* To outline who has responsibility in the case of loss, theft or damage of mobile technology.

**Pupil Use**

As there is no legitimate use for mobiles on school premises, pupils may not use them for any purpose whilst on the school premises

If pupils have sought permission from the Headteacher to bring in mobile phones to school, they must be switched off, submitted to the school office at the start of the school day and collected from the office at 3.15pm.

Pupils who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.

Pupils may not use mobile phones to take or send multimedia messages and the taking of photographs is strictly forbidden.

Electronic devices such as DS game machines are not permitted in the school.

Pupils may not bring mobile phones or electronic devices on school trips or outings.

Responsibility for the safe keeping of electronic devices remains with the child. The school or an individual member of staff cannot accept responsibility for loss or damage.

Pupils bringing mobile phones into school must ensure there is no inappropriate content on the device.

The sending of inappropriate text/ instant messaging messages between any members of the school community and the wider community is not allowed.

Instances of cyber bullying of pupils or staff will be regarded as extremely serious and dealt with in line with the school’s discipline policy and child protection procedures. Parents will be informed of anyone involved in inappropriate usage.

Pupils are aware that any misuse of mobile phones or devices should be reported to a member of staff immediately.

**Visitors**

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

Visitors should not use their personal mobile devices during pupil contact (including when on a school trip as a parent volunteer). These should be turned off or on silent/vibrate whilst in school. When volunteers go on a school trip, they complete a form giving medical details and next of kin information. This also reminds volunteers that mobile phones are for emergency use only and not to be used to take photos while on the trip.

* Parents/carers are not permitted to take photos/videos during assemblies or other school performances of any other children apart from their own.
* Any photograph of their child which includes other children or staff must not be published on any social media site.
* School photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

Should a visitor need to use his/her mobile phone whilst at school, the visitor should leave the school building (at the front of the school).

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

**Staff Use**

Staff are advised to use passwords/pin-codes to ensure their phone and other equipment cannot be used by an unauthorised person.

Staff must not give their home telephone number or their mobile phone number to pupils or parents.

Photographs and videos of pupils must not be taken with mobile phones.

Staff must not use their mobile phones during pupil contact time. Phones should be stored in bags/cupboards/drawers and not out on display. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present.

In exceptional circumstances, e.g. family emergency, staff should seek permission from the Headteacher to use their personal mobile device/have their mobile phone on display when in contact with students.

Mobile devices belonging to school (e.g. tablets) may be used to take appropriate and relevant images of students, e.g. for observations/school events. These must be cleared as soon as possible.

Staff must not make use of pupils’ mobile phone numbers either to make or receive phone calls or to send to or receive from pupil’s text messages.

Staff should only communicate electronically with pupils/parents from school accounts on approved school business, e.g. through the school’s office email address or eSchools. In doing so, communication must only be of a professional nature (not over friendly). Staff should inform the Headteacher of this communication.

Staff should not enter into instant messaging communications with pupils or parents using programs such as WhatsApp or messenger.

Staff bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.

During outdoor visits, staff should communicate with parents via the school. Staff should contact the school who will then contact the parent.

Staff should not use their own personal mobile phone to communicate with parents (unless agreed by the Headteacher and using 141 to hide their personal mobile number). This would only be for exceptional circumstances e.g. a residential trip.

Staff that use their personal mobile technology (e.g. mobile phones or tablets) to access their school emails or Google Drive will automatically be required to download and agree to Google Device Policy for Frome Valley First School. This gives the school Google Administrator the control to remotely wipe the mobile device. The Device Policy also allows the school Google Administrator to mandate security settings like screen lock or device encryption and keep corporate data safe.

Staff that bring their own mobile technology to school will be given internet access if required but not full network access.

**Responsibility for mobile phones and other mobile devices**

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology.

It is the responsibility of staff, parents, pupils and visitors to make sure that mobile technology is properly insured.

**Equality**

This policy, and the practice it promotes, has been impact assessed to ensure that pupils attending Frome Valley First School receive the opportunities to which they are entitled in order to achieve their full potential regardless of race, religion, age, sex, disability, sexual orientation or personal circumstances.

**Review**

This policy will be reviewed every 2 years or whenever further additional advice is provided by the Local Authority or the DfE.