

	SLINGSBY SCHOOL Mobile Phone and Smart Watch Acceptable Use Policy	Date for Review October 2023
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Rationale

At Slingsby School, 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 utmost 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 Slingsby School'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

All staff are responsible for enforcing this policy.

Classroom based staff are not permitted to take their mobile phones/smart watches into the classroom. Staff phones should be switched off/put on silent mode and put in the staff room on the first floor. Staff use of mobile phones and smart watches during their working day should be:

- Appropriate only during break times.
- In keeping with professional responsibilities and expectations.

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 iPad with them to take photographs.

Any member of staff found to misuse a mobile 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.

Parents/Carers

Our Home-School agreement includes our No Mobile/Smart Watch Policy for parents/carers and child/ren to read, sign and return.

It is a requirement that all pupils are collected from school by a responsible adult, 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. If this is the case, then the child's parents/carers must discuss and agree this with the Head Teacher first. 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 class teacher/Head Teacher to be locked away at the beginning of the day. They will be returned at the end of the day in class.
- It cannot be guaranteed that the secure drawer will be locked at all times as the Head Teacher may require access to resources/materials/possessions.
- Slingsby School accepts no responsibility for mobile phones/smart watches that are lost, damaged or stolen on school premises
- The taking of photographs and video footage using a camera phone is strictly prohibited.
- 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.

Pupils

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

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

Volunteers, Visitors and Contractors

Volunteers, visitors and contractors must adhere to this policy if onsite during the school day. They must:

- Not take photos or recordings of pupils.
- Not use phones when working with children (volunteers/visitors).
- Keep mobile phones on silent when at school.
- Not use phones where pupils are present, or make a staff member aware if the need to use a mobile arises.

They will then be escorted to a place away from pupils. Visitors, volunteers and contractors will be made aware of this policy and the rules for mobile phone use when arriving at school.