

# Mobile Phone and Device Policy



## Undershaw

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Undershaw Education Trust aims to provide a safe learning environment for all of the students. This policy provides clear guidance on the use of mobile phones and tablets in school for staff, visitors, volunteers and students, and also makes explicit reference to the use of cameras on these devices.

Mobile phones, tablets and smart watches can pose GDPR and Safeguarding risks and any concerns about their use or data breaches should be followed up without delay in line with the policies available on the school website and from the School Office, including: Safeguarding and Child Protection Policy and Procedures, Data Protection, Confidentiality, Anti Bullying and Whistleblowing. Staff should also reference the Staff Code of Conduct as well as DfE guidance.

### **Cameras & Microphones on Mobile Devices**

Mobile devices with cameras are now the norm and built-in digital cameras enable users to take and edit high resolution pictures and videos. Unfortunately, device cameras can all too easily become an instrument of bullying or harassment against students or adults as well as posing a number of safeguarding risks.

Mobile phone cameras can be misused and cause harm both deliberately and unwittingly. Photos and videos can be sent instantly to other digital devices, can be edited, posted on the internet, shared in chat rooms, or via any other digital service and can be distributed widely without the subject's knowledge or consent.

Cloud service innovations can mean that photos, videos and other media is uploaded to the cloud and then downloaded on other connected devices e.g. iPhone uploads a photo to iCloud which is then downloaded and visible to all other members of the family to due iCloud sharing.

Sound recordings of staff or students is not permitted without their consent. A member of staff should never use their personal phone or device (e, iPad/tablet, etc,) or memory card to photograph, film or record a student or group of students.

Students should not photograph staff or visitors under any circumstances and staff and visitors should not allow themselves to be photographed by students.

If staff, visitors or students have concerns that any photography, filming or recording has happened without their consent or which they feel uncomfortable about they should always report this to the DSL.

### **Definition of 'Staff' & Staff Policy**

This guidance should be seen as a safeguard for staff, adults and students.

Staff personal mobile phones should be on silent mode or switched off and left in a safe place during the school day. **Staff use of mobile phones during their working day should not be in the presence of students. Should staff mobile phone use be necessary it should be in a space where students are not present, eg, the staffroom or a staff-only workspace or an office.** The only exceptions to this is where staff who have a designated phone extension and the 3CX app on their phone to enable their business calls to be diverted to their mobile device, or where staff have access to other authorised business applications e.g. fire evacuation and Asset Management software

**Staff should not use their mobile phones while on duty or supervising off-site activities. A school mobile phone will be provided for off-site activities such as school trips and visits.**

Staff should be conscious of not inadvertently sharing confidential data, for example information on view during a video call or when a photograph is being taken or confidential conversations taking place in the background, etc.

Personal mobile devices can be used for School Microsoft 365 email and Teams. But Staff must download and use Microsoft Outlook for emails and use a six digit PIN or facial recognition to secure their device. If the device is misplaced or stolen IT must be informed as soon as possible by sending an email to [ICThelpdesk@undershaw.education](mailto:ICThelpdesk@undershaw.education)

Staff should **never** telephone or contact students or parents from their personal mobile phone, give their mobile phone number to students or parents or retain parent or student contact information on their personal phone. If a member of staff needs to make telephone contact with a parent, they should use school telephones or the school email system via staff and student school email addresses and keep a record of the communication.

Staff should use their discretion when communicating electronically, including via mobile phone, and not share confidential data in personal communication or bring the school's name into disrepute.

If an adult has received communication from you or has communicated with a student or parent accidentally - or vice versa (eg, a student contacted you via an app) this should be reported (self-reported) to the Headteacher without delay..

If there has been a Data Protection Breach this should be reported to the IT Services and Network Manager and the School Business Manager without delay in line with GDPR guidance and the Data Protection Policy.

Mobile phones are becoming the tool used to secure a number of digital services through the use of Two Factor Authentication (2FA). Staff may therefore be required to use their mobile phone for 2FA purposes. When this is the case, staff should be conscious of how their phone is used in the presence of students to perform such a function. For example, not holding the phone/device up or pointing it towards students. Remember that most phones and devices

have a camera on both sides of the device body. Staff should keep devices flat on a desk or inside a desk drawer.

Staff should never send to, or accept from, colleagues or students, texts or images that could be viewed as inappropriate. Report any sharing of inappropriate material to the DSL, including accidental sharing. Do not forward or share further the content as this could constitute your own breach of any applicable laws.

Any concerns about communication and the use of mobile phones, devices, recording or cameras must always be reported in line with the school's policies.

Staff should understand that failure to comply with this policy is likely to result in disciplinary procedures in line with the Whistleblowing Policy and the Staff Code of Conduct.

### **Parents, Visitors or Volunteers in School Policy**

Parents, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room where there are no students present and avoiding the inadvertent sharing of confidential data which might be present in the background.

Parents, visitors and volunteers must also follow the staff policy for mobile phones (see above) at all times.

Adults, either in school or accompanying children on school trips, should not use their mobile phone cameras to take pictures or videos of students. The only exception to this is parents taking pictures of their own children with their consent. In this situation there should be no other child or adult captured in the shot. Parents are asked to be considerate when taking videos or photographs at school events and are requested not to publish material of other children in any public forum without the permission of the relevant family. Please be aware that it is illegal to sell or to distribute recordings from events without permission.

Recording meetings on mobile phones is not permitted without consent, which staff are entitled to withhold.

As well as covering this in the curriculum, we ask that parents talk to their children about the appropriate use of mobile phones, text messages, camera and video functions and social media and how they can be used safely to protect themselves and others.

Should parents need to contact students or vice versa during the school day, this should only be done via the usual school procedure of contacting the school office via phone or school email.

Parents are advised that Undershaw Education Trust accepts no liability for loss or damage to mobile phones or devices which are brought into school or school grounds and that this includes any trips or visits or activities off-site.

Any concerns regarding communication should be followed up in line with our Safeguarding and Child Protection Procedures Policy and should be reported.

## **Student Policy**

Undershaw Education Trust discourages students from bringing mobile phones or devices to school due to the potential risks and issues which can all too easily arise. Students are not therefore permitted to have their mobile phones, tablets or smart watches with them during the school day. As above, any communication between home and the child should be via the school office.

We respect parents' wishes to allow their child to have their mobile phone or device with them when travelling to and from school. Using a mobile phone or device in school is a safeguarding concern. Therefore, when a student needs to bring a mobile phone or device with them to school, the process is as follows:

- A permission slip (Appendix 1) must be signed by the parent in advance.
- Phones/devices should be clearly marked so that each student can identify their own.
- The phone/device must be switched off on arrival (and not on silent mode).
- For students in Holmes and Watson classes, the switched off phone/device will then be handed in to the member of staff on duty during sign in who will ensure that it is left in the school office at the start of the day.
- For students in Years 7 to Post-16, the switched off phone/device will be handed into their tutor at Form time and taken to the office for secure storage throughout the day.
- All the phones, for students whose parents have given signed permission, will have an individual zip-lock bag to protect them, labelled with the student's name.
- The phone/device can be collected from the school office by the student on their way home at the end of their school day.
- Where a student is found by a member of staff to be using a mobile phone/device or smart watch in school.
- The phone/device should be handed immediately to a member of staff and it will then be labelled and kept with the office staff.
- The student may collect the phone/device at the end of the school day so that they have it with them to travel home with.
- Parents will be informed by phone call and the next steps discussed, the student will be able to collect and take their phone/device home at the end of the day.
- If a student is found to be using a mobile phone/device in school on a second occasion, a senior member of staff will contact parents to agree the next steps and the collection of the phone by an appropriate adult, rather than by the student.

If the student still does not follow the mobile phone/device policy, this is deemed as a safeguarding concern and parents will be called to come immediately to collect their child and then a meeting will be arranged with a member of the Senior Leadership Team. At this point, the school reserves the right to withdraw this privilege.

If images of other students or teachers have been taken, parents will be informed and the phone/device will not be returned until the images have been removed by the student (including from the deleted items folder) in the presence of a senior teacher.

If a student is found taking photographs or video footage with a mobile phone/device of other students or adults, or there is bullying taking place via social media, this will be regarded as a serious matter and action will be taken in accordance with our Safeguarding and Child Protection Procedures, Anti Bullying and Behaviour for Learning Policies, among others.

If a parent/carer gives their signed consent for their child to bring their phone to school, we will expect both them and their child to sign a Mobile Phone & Tablet User Agreement.

### **School Network, Wifi and Data Services**

Personal devices of both students, staff, visitors and volunteers will not be permitted to use the school network, wifi or data services. The exceptions to this are where the school requires the owner to perform specific tasks with their device for the school, eg, accessing a help desk and/or phone extension systems or other authorised applications. Staff accessing their school email and/or 2FA alone on their personal device does not constitute an exception.

Mobile devices send large amounts of data most of the time. Apps such as Facebook and Twitter check for updates, banking apps, games, etc. Schools are required by law to inspect, monitor, filter, record and report on all internet traffic passing across a school network so the majority of traffic sent from a mobile device would typically be blocked by the filters. Where a block occurs a log entry is created and that entry is inspected by IT and Safeguarding staff, and so to reduce the burden on school systems, IT and Safeguarding staff, personal mobile devices will not be permitted on the network or wifi.

The assessment of and the decision to permit a personal device on the school network/wifi lies solely and entirely with the IT Services and Network Manager and a record of this will be kept and maintained.

### **Reporting**

All adults and students are encouraged to report any sharing of concerning, inappropriate or accidental communications (including self-reporting) which take place both inside and outside of school in line with the school policies available on the website and from the School Office.

**Do not forward messages, images, footage or material to anyone else, even to report it to a DSL, DPO or the Headteacher. In some circumstances distributing it from your device even to report it can constitute an illegal activity.** Make sure the device is shut down and record the nature of the material. Seek advice from the person you will report this to, should you require further guidance.

**Liability & Insurance**

The school does not accept responsibility for any loss (including theft) or damage to mobile phones, tablets, smart watches or any other such individual devices.

Insurance arrangements for these are the responsibility of the individual/family.

<b>Policy No/Name:</b>	<b>Mobile Phone &amp; Tablet Policy</b>			
<b>Statutory: N</b>	<b>Online: Y</b>	<b>Parago: Y</b>		
<b>Review Frequency: Yearly</b>	<b>Committee Review:</b>	<b>F&amp;S</b>		
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Staff Member responsible	Head Teacher		Head Teacher	
Nature of changes made	Initial Draft		Yearly Review	
Date reviewed by Committee	1 <sup>st</sup> September 2020		1 <sup>st</sup> September 2022	
Date of FGB Approval	1 <sup>st</sup> September 2020			
Date next review is due	August 2021		August 2023	
<b>File Version</b>	<b>1</b>	<b>2</b>	<b>3</b>	

## Appendix 1

### Mobile Phone & Tablet Policy – Parent/Carer User Agreement (to be sent and signed electronically)

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing a personal mobile phone/device to school on a regular basis, we require you to sign the permission form below. By signing this form, you agree that you have read and understood the mobile phone policy and that you will talk it through with your child. And that you agree to:

- Your child handing in their switched off phone/device to the member of staff on duty during sign in, first thing in the morning and before they go to form time or to their tutor at morning Form Time if they are in Year 7 or above.
- Your child's phone/device being appropriately marked so that they can recognise it.
- The school bearing no responsibility for the loss or damage to a mobile phone or device.

I understand that if I have given my signed permission for my child to bring their phone to school, but my child then will not hand it in to a member of staff, I will be contacted to check whether my child's phone is in school.

Should your child not hand their phone or device in during sign in or to their tutor at morning Form time and they are found to have their phone/device in their possession after 8.45am or are seen using it prior to handing it to a member of staff, you will be called to discuss the next steps,

If the school feels that your child is still not following the mobile phone policy as agreed this is deemed as a safeguarding concern and you will be called to come immediately to collect your child and then a meeting will be arranged with a member of the Senior Leadership Team. At this point, the school reserves the right to withdraw this privilege.

Thank you for sharing in our commitment to keeping all our students, staff and volunteers safe.

Yours sincerely

**Emma West Headteacher**

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#### MOBILE PHONE CONSENT SLIP

I/we give permission for our child (name) .....  
in Class ..... to bring their mobile phone/smart watch into school. We have read the mobile phone policy above and understand its implications. We agree to come into school to collect the device if required to do so.

Signed..... Date.....