



# Mobile Device Policy

St Laurence School Academy Trust

<b>Date of last review:</b>	May 2022	<b>Review period:</b>	2 years
<b>Date of next review:</b>	May 2024	<b>Owner:</b>	Assistant Headteacher (Online Safety Lead)

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## Introduction

St Laurence School is committed to the safeguarding of all in its community, in line with our mission statement that 'People are our Treasure'. At St Laurence School we recognise that mobile devices, including smart devices, are an important part of everyday life for our students, parents and staff, as well as the wider school community.

## Aims

St Laurence School aims to:

- Promote, and set an example for, safe and responsible phone and mobile device use
- Set clear guidelines for the use of mobile devices for students, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## Roles and responsibilities

### Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Assistant Head (Online Safety Lead) is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and students accountable for its implementation.

## Use of personal mobile devices by staff

### Personal mobile devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where students are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance, in the case of acutely ill dependents or family members.

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01225 309500 as a point of emergency contact.

## **Data protection**

Staff must not use their personal mobile device to process student personal data, or any other confidential school information.

## **Safeguarding**

Staff must not give their personal contact details to parents/carers and students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Staff must not use their personal device to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

## **Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of students, their work, or anything else which could identify a student
- Refrain from using their devices to contact parents. If necessary, contact must be made via the school office

## **Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## **Use of mobile devices by students**

Students are allowed to bring a mobile device to school but these must be turned off and in their bag between 8.35am and 3pm. If they are found to be using them within this time, on the first occasion they will be confiscated and placed in a locked cupboard in the ILC for collection at the end of the day by the student. On a second and any subsequent occasion within a term, parents will be required to collect the device.

There are exemptions to this which are:

- students with a diagnosed medical condition who rely on their device as an alert (e.g. diabetes)
- students who require intimate care and use their device to contact the relevant member of staff

## **Sanctions**

Failure to comply with the above will result in the use of the school's behaviour policy.

Certain types of misconduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting and cyber-flashing (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts (including all forms of sexual abuse)

Refer to the online safety policy.

## **Use of mobile devices by parents/carers, volunteers and visitors**

Parents/carers, 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.

This means:

- Not taking pictures or recordings of students, unless of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with students

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

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day.

They must not try to contact their child's personal mobile during the school day.

## **Loss, theft or damage**

Students bringing devices to school should ensure that devices are appropriately labelled, and are stored securely when not in use.

Students must secure their devices as much as possible, including using passwords or pin codes. Staff must also secure their personal devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated devices will be stored in the ILC securely.

Lost devices should be returned to student reception. The school will then attempt to contact the owner.

## **Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of students' education, behaviour and welfare.

This policy will be reviewed every two years by the Assistant Headteacher responsible for Online Safety. At every review, the policy will be shared with the governing board.

When reviewing the policy, the school will consider:

- Feedback from parents and students

- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## **Links with other policies**

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary policy
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet Acceptable Use Policy
- Online safety policy