



St Anne's School and Sixth Form College

Mobile Devices Policy

This policy was adopted in the Spring term 2014, and updated September 2018

1. INTRODUCTION

This policy document was written in conjunction with the safeguarding of children and young people Policy at St. Anne's school and residence. Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding, and online safety policies. The internet has become increasingly accessible for children and young people in places like schools, libraries and their own homes. Accessing the internet has been made much easier over the last few years with the introduction of mobile devices. Mobile devices are now a feature of modern society and an increasing number of our staff and pupils own one.

Increasing sophistication of mobile device technology presents a number of issues for schools:

- The high value of many devices.
- The integration of cameras and voice recording equipment into these devices leading to potential child protection, and data protection issues.
- The potential to use the device e.g. for texting whilst on silent mode.

2. RATIONALE

At St Anne's School and Sixth Form College and Residence we believe that working in partnership with the East Riding of Yorkshire Local Authority, we have a duty to safeguard all pupils and students when using information and communication technology (ICT).

This Policy document has been drawn up to protect all parties – the students, the staff, and the school and residence. The Policy provides clear advice and guidance on how to minimise risks and how to deal with any infringements.

For the purpose of this policy, the definition of mobile devices is: -

A mobile device is a small, handheld computing device, typically having a display screen with

touch input and/or a miniature keyboard. These could include:

- Mobile/cellular phones
- Laptop/notebook/tablet computers/iPod/mp3 player/Nintendo DS
- Smartphones, smartwatches and PDAs (personal digital assistant)
- Any mobile device capable of storing corporate data and connecting to an unmanaged network

This list is not exhaustive.

3. RESPONSIBILITIES OF MOBILE DEVICES

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices owned/used by staff and children. It is advisable that mobile devices owned by staff and children are adequately insured.

4. POLICY

Children:

Whilst the school and residence want to promote the use of mobile devices in an educational setting, the children are responsible for the safety of their own mobile devices at all times. The school accepts no responsibility for loss, theft or damage.

- Devices must not be used for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) between the hours of 9.15 am and 3.30 pm (except for official breaks and lunch).
- Devices must always be switched off (not on silent mode) and given to the class teacher on entering school.
- If a child breaches these rules the device will be confiscated and given in to the main office. It will be returned to the child after a discussion with parents.

This policy should be read in conjunction with the school's other policies in particular the De-escalation Policy.

Staff:

- Devices must not be used for the purpose of phoning, texting, surfing the internet, social networking, taking photos, taking videos during lesson time / child contact time and must be stored out of sight (in lockers) during lesson time and meeting times.
- Devices can be used on official break times only, when NOT in the presence of children (except class trips, see below).
- Devices (mobile phones) can be used for official class trips (school and residence) for emergency use only (this is part of the school and residence off site protocol).

5. EMERGENCIES

Children:

- If a child needs to contact his/her parents/guardians he/she will be allowed to use a school phone.
- If a parent needs to contact his/her child urgently they should phone the school office and a message will be relayed promptly.

Staff:

- Permission must be granted by the Line Manager if a mobile phone is needed to be kept on the person for personal issues/emergencies.

6. REVIEW

A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary