Mobile Device Policy

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust', includes all Trust schools and subsidiary organisations.

For the purposes of this policy, a mobile device is a portable computing device such as a smartphone, or tablet computer, including iPads etc.

All adults working in a Trust setting (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

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

1. <u>General use of mobile phones</u>

1.1   Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Trust accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils or adults are travelling to and from a Trust site.

1.2   No images, videos or voice recordings of pupils should be taken on personally-owned mobile devices, under any circumstances.

1.3   Parents 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 on his/her personal mobile during the school day.

2. <u>Pupils' use of personal devices</u>

2.1   Should they be brought into school, all mobile phones and personally-owned devices must be handed in at the school office, unless the school has specified their use for the purposes of learning.

2.2   If a pupil breaches the Trust policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile devices will be released to parents or carers in accordance with the school procedures.

2.3   Phones and personally-owned mobile devices must not be taken into examinations. Pupils found in possession of a mobile phone or other device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either the examination or all examinations.

2.4   Pupils may be provided with school mobile devices to use in specific learning activities or for remote learning, under the agreement of the school.

2.5   Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Trust 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 upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

3. Staff, local governing committee (LGC) members and visitors use of personal devices

3.1   Staff and LGC members will be made aware of this policy upon their employment and visitors, upon signing in to the school office.

3.2   Staff are not permitted to use their own mobile phones or personally-owned mobile devices for contacting children, young people or their families within or outside of the setting in a professional capacity. This is with the exception of the COVID-19 pandemic where staff may need to contact vulnerable families who are in lockdown or shielding. In this case, users should input 141 before dialling and a log made of the call, including who was spoken to, when, the content of the call and any issues that arose. If any issues arose, these must be immediately reported to the line manager of the staff member.

3.3   Staff will be issued with a Trust phone where regular contact with parents or carers is required, for example: a Trust based landline in Trust offices or specifically purchased mobile phone. Where staff members are required to use a mobile phone for Trust duties, for instance in case of emergency during off-site activities, then a Trust mobile phone will be provided and used. In an emergency where the staff member does not have access to a Trust owned device, they should use their own device and hide (by inputting 141) their own mobile numbers for confidentiality purposes. A log must be made of the call, including who was spoken to, when, the content of the call and any issues that arose. If any issues arose, these must be immediately reported to the line manager of the staff member.

3.4   Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode unless in the Trust central office and being used as part of officers' work. Mobile phones or devices will not be used during in school teaching periods, unless you are logging into CPOMS or permission has been granted by the Headteacher (e.g. due to remote working), and only in emergency circumstances. If emergency circumstances are not deemed necessary, school staff can use the school office number, as a point of emergency contact. Similarly, if members of staff have an educational reason to allow children to use mobile phones or a mobile personal device as part of an educational activity, permission must be granted by the Headteacher.

3.5   Adults must not use personal devices such as mobile phones or cameras to take photos, videos or voice recordings of pupils or staff at any time and will only use school provided equipment for this purpose and with users' permission.

3.6   Parents may not record meetings with school staff using a personal mobile device. To do so without a persons' permission, may result in a breach of data protection.

3.7   Parents/volunteers who escort children on trips and sporting events must not take any photographic images of the children, unless they are their own children.

3.8   Staff use of mobile phones during the school day should be limited to during break, lunch and PPA time, unless using to log in to CPOMS. Staff should not rely on mobile phones for their working practices e.g. to store and refer to notes. If regular access to emails is required, managers must ensure that sufficient time is provided for staff to have this access.

3.9   Staff should ensure that their phones are protected with PIN/access codes/facial or biometric recognition. Failure by adults to do so, could result in a breach of data protection.

3.10   Mobile phones should be switched off and left in a safe place, out of the reach of pupils, during lessons and other such times as pupils' are present.

3.11   Staff should not send and receive texts or any other types of messages, (including through apps), during directed time, unless the staff member has been authorised and the device is being utilised, to deliver remote learning or for safeguarding purposes. This includes the use of a camera facility, should it exist. See 3.4

3.12   Staff should never contact students from their personal mobile phone, or give their mobile phone number to students. If a member of staff needs to make telephone contact with a parent, a school telephone should be used. See 3.2 and 3.3.

3.13   Staff should never store parents' or pupils' telephone or contact details on their mobile phone, (including through apps), as this allows the possibility of inappropriate contact.

3.14   Staff should never send, or accept from anyone, texts, messages or images that could be viewed as inappropriate. If a member of staff receives an inappropriate message or image they must report it to their line manager immediately. The LADO and Police may also need to be contacted.

3.15   If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened. As in 3.14, this must be reported to their line manager immediately. The LADO and Police may also need to be contacted.

3.16   If a member of staff breaches the Trust policy then disciplinary action may be taken as appropriate. Other policies, such as safeguarding and allegations of abuse against adults may also be enacted.

3.17   Attached Mobile Devices Policy Agreement form to be signed and returned by parents, pupils, staff, local governing committee members and regular visitors.

EXAMPLE OF MOBILE DEVICES POLICY AGREEMENT FORM

I confirm I have read and understood the Mobile Device Policy:

Signed (parent) : …..

Date : …...

Please print name : …...

Child's Class : …………………………………….…...……..………

_____

Signed (*pupil/staff/LGC member/visitor) : …..

Date: …...

Please print name: …...

***Please delete as appropriate**