



# Alderman Knight

## Mobile Technology Policy

Date Reviewed	August 2021
Reviewed By	Headteacher
Next Review Due	<b>August 2024</b>
Ratified by Governors	

# Mobile Technology Policy

## Introduction:

Mobile technology has advanced considerably over the last decade and it continues to evolve. Wireless communications in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording. Mobile technology is now available in the form of watches, which offer the same connectivity as mobile phones and are included in the scope of this policy.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. Adults working with children and young people need to have appropriate, clear and robust systems and acceptable use guidelines to follow.

## Aim

The aim of the Mobile Technology Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

## Responsibility

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and community users. This list is not exhaustive.

## Pupils

At Alderman Knight, we understand some pupils may have considerable journeys to/from school and the use of mobile devices on these journeys can be beneficial. Therefore, pupils may bring mobile devices into school for use on journeys on the understanding that:

- No pupil at Alderman Knight School will be allowed to use personal mobile technology, which includes but is not limited to the use of phone, tablets and watches whilst on the school premises.
- Mobile devices will be handed into form tutors at the start of the school day. Pupils when handing in should turn off these devices. All devices are stored securely in a locked cabinet and returned at the end of the school day.
- Any pupil not willingly handing in a mobile device will have it removed and returned at the end of the day and will be sanctioned accordingly.
- Pupils are not allowed to use mobile devices when waiting outside the school gates and mobile devices should be switched off before exiting vehicles.
- No pupil should record photographs or images of other pupils whilst travelling in the same vehicle.

## Staff

At Alderman Knight we recognise that mobile technology plays an important part in the lives of a significant majority of adults and, when used as they are intended, can bring substantial benefits.

Specialist School in

# Communication & Interaction



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We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children's right to dignity, privacy and respect. They also have the potential to distract staff from their work with children. This policy aims to make sure that children receive the undivided attention of adults at all time.

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- **Is used only in the staffroom or outside of the school gate between the hours of 08:40 and 15:15**
- **Is stored in a cupboard/drawer or staff locker away from children**
- **Only used during break times and at either end of the school day unless it is required to access CPOMS**
- Is not used as a point of contact by relatives, friends, child's school, GP, etc. (Staff must ensure that all potential contacts have the school landline number so that initial contact is made directly to the school office in the case of emergencies)
- When off-site, designated members of the group will have a school or personal mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls
- Personal mobile phones must not be used to take photos of children except in very exceptional circumstances when permission from a senior leader has been sought and granted in advance and the image erased as soon as possible in the presence of a work colleague. School cameras are available for recording pupils work and should be used as highlighted in the acceptable use policy.

#### **Parents/Carers, Visitors and Contractors**

Parents/carers, visitors and contractors are respectfully requested not to use their mobile phones in the classroom environment or any area where pupils may be present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

#### **Other policies that support this policy**

- Safeguarding Policy
- Acceptable Use Policy
- Safer Working Practice

Alderman Knight School aims to create and maintain a safe environment for children and to manage situations where there are child welfare concerns. The school has clearly laid down and recognised procedures for dealing with abuse or suspected abuse which is in line with recommendations made by the Gloucestershire Safeguarding Children Board. Please refer to the school's Safeguarding Children/Child Protection Policy.