

Mobile Technology Policy

Personal mobile devices (e.g. phones, laptops, iphones, ipods, MP3 players, memory sticks)

Staff use

The school allows staff to bring in personal mobile phones and devices for their own use during break times.

Staff are advised to use passwords/pincodes to ensure their phone cannot be used by an unauthorised person.

During the school day mobile phones should be switched off, or in silent mode.

There should be no personal use of mobile devices during pupil contact time.

For safeguarding reasons staff are not to make video phonecalls (eg FaceTime, Skype) on the school premises.

Staff should not give their mobile phone numbers to pupils or parents.

Staff personal mobile phones should not be used for any school related matters except in emergencies.

Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Encrypted memory sticks are provided to all members of the teaching staff. Encrypted folders must be set up and used for the transfer of any electronic pupil data (eg end of year reports, IEPs, assessments) that is not being shared via the Hwb Platform.

Responsibility for mobile phones:

School accepts no responsibility **whatsoever** for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff, parents and pupils to ensure mobile phones are properly insured.

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Pupil Use

Pupils may bring personal mobile devices/phones to school when requested by staff for specific activities.

If pupils bring in mobile devices they must be switched off and will be stored in a labelled box in the classroom.

The sending of inappropriate text messages between any members of the school community is not allowed.

Pupils bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Emergencies

If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone.

If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

School provided mobile devices (including phones)

The sending of inappropriate text messages between any members of the school community is not allowed.

Responsibility for mobile phones:

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