Mobile Technology & Smart Media Technology Policy

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1. Policy aims

This policy has been written by The Sallygate School's (Sallyagte) safeguarding team involving staff, pupils/pupils/students and parents/carers, building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance 'Keeping Children Safe in Education' 2023, 'Working Together to Safeguard Pupils' 2018, 'Behaviour in Schools Advice for headteachers and school staff' 2022 and the local Kent Safeguarding Pupils Multi- agency Partnership (KSCMP) procedures.

1.1 The purpose of this policy is to safeguard and promote the welfare of all members of Sallygate when using mobile devices and smart technology. Sallygate recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile and smart technology.

1.2 As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), Michele Smith, is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches' and fitness trackers, which facilitate communication or have the capability to record sound and images.

2. Policy scope

2.1 This policy applies to pupils, parents/carers, and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2.2 This policy applies to all access to and use of mobile technology and social media, both on and off-site.

3. Links with other policies

3.1 This policy links with several other policies, practices and action plans, including but not limited to:

- Anti-bullying policy
- Staff Code of Conduct policy
- Positive Relationships and Behaviour Support policy
- Child protection policy
- Image Use Policy
- Confidentiality policy
- E-Safety
- Searching, screening and confiscation guidelines

4. Safe use of mobile and smart technology expectations

- Sallygate recognises that the use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers. Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Sallygate are advised to:
  - take steps to protect their mobile phones or personal devices from loss, theft or damage.
  - use passwords/PIN numbers to ensure that unauthorised access, calls, or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site,such as changing rooms, toilets, and swimming pools (if visiting other sites).
- The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches willbe dealt with in line with our anti-bullying, behaviour, and child protection policies.
- All members of Sallygate are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

5. School/setting-provided mobile phones and devices (e.g. Tablets)

- Staff providing formal remote/online learning will do so using *school/setting* provided equipmentin accordance with our Staff *acceptable use policy/remote learning AUP.*
- *School* devices (laptops/tablets) will be suitably protected via a passcode/password/PIN andmust only be accessed or used by members of staff *and/or* pupils.
- *School* devices will always be used in accordance with the acceptable use of technology policyand the Online Safety policy.
- Where staff *and/or* pupils are using *school* devices, that activity may be monitored for safeguarding reasons and to ensure policy compliance.

6. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personalphones and mobile devices, will take place in accordance with the law, as well as relevant *Channels and Choices* policy and procedures, such as confidentiality, child protection, data security staff code of conduct and Acceptable Use Policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place; e.g. locking in alocker or drawer) during lesson time.
  - Keep personal mobile phones and devices switched off or set to 'silent' mode duringlesson times.
  - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden ordisabled during lesson times.
  - Not use personal devices during teaching periods unless with prior agreement by the headteacher or DSL.
  - Ensure that any content bought onto site via personal mobile phones and

devices iscompatible with their professional role and our behaviour expectations.

  ▪ Any pre-existing relationships or circumstance, which could compromise staff's ability tocomply with this, will be discussed with the DSL or Headteacher.

- Staff will only use *school* provided equipment where possible:
  - ▪ to take photos or videos of pupils in line with our image use policy.
  - ▪ to work directly with pupils during lessons/educational activities.
  - ▪ to communicate with parents/carers.
- Where remote learning activities take place, staff will use *s*chool-provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy and/or remote learning AUP.
- If a member of staff breaches our policy, action will be taken in line with our staff *code of conduct*.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informedin line with our allegations policy.

6.1 Pupils/students use of mobile and smart technology

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and Online Safety Policy.
- Mobile phones and/or personal devices, including tablets, will not be used on site by pupils and must not be brought into school. This includes watches and other smart devices, internet enabled or capable of taking video or imagery.
- Sallygate will only allow pupils to bring a personal device or mobile phone in extenuating circumstances after discussion with the Headteacher. If agreed, a formal written agreement will be completed. In such instances the device or phone will be kept secure in the school office for the duration of the school day.
- Where pupil's mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and Remote Learning AUP.

6.2 Screening, searching and confiscation of electronic devices

- Pupils should not have electronic devices (including watches capable of taking video or imagery) or mobile phones in school, however if they have brought them into school, this section applies.

- If a pupil refuses to hand over their device, parents/carers will be contacted to collect

the device or take the pupil home, to safeguard staff and other pupils.

- Any pupil with a smart device will not be permitted to remain in learning spaces (outside and inside).

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of pupils, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

- Where there are any concerns regarding pupil's use of mobile technology or policy breaches when they have, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.

- Staff may confiscate a child's mobile phone or device if they believe it is being used to contravene our child protection or behaviour policy.

- Mobile phones and devices that have been confiscated will be held in a secure place (the school office) and released to parents/carers for collection. If parents/carers are unable to come into school, the phone will be released at the end of the school week (Friday) to the pupil.

- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or DDSL) urgently as they will be most appropriate person to respond.

- If there is suspicion that data or files on a child's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

- If deemed to be necessary and appropriate, searches of mobile phones or personal devices maybe carried out in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance.

- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.

- The Designated Safeguarding Lead (or DDSL) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was inpossession of prohibited items, as identified in our behaviour policy.

- The Designated Safeguarding Lead (or DDSL Online) will be involved without delay if staffbelieve a search of a pupil's device has revealed a safeguarding risk.

- In exceptional circumstances and in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.

- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

7.   Pupils use smart technology

- Pupils will be educated regarding the safe and appropriate use of mobile and smart

technology, including mobile phones and personal devices, and will be made aware of the consequences for policy breaches.

- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies, e.g., PSHE Policy.
- Mobile phones and/or personal devices *will* not be used on site by pupils.
- If a learner needs to contact their parents or carers whilst on site, they will be allowed to use the school office phone.
    - Parents are advised to contact their child via the *school* office.
- Any concerns regarding pupils' use of mobile technology or policy breaches will be dealt within accordance with our existing policies, including anti-bullying, child protection and behaviour.
    - Staff may confiscate a learner's mobile phone or device if they have brought one into school.
    - Searches of mobile phones or personal devices will be carried out in accordance with theDfE's *'**Searching, Screening and Confiscation'** guidance.*

8. Visitors' use of mobile and smart technology

- Visitors, including volunteers and contractors, who are on site for regular or extended periods oftime are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with pupils as part of multi-agency activity, this will be discussed with the headteacher or DSL prior to use being permitted.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or headteacher of any breaches of our policy.

9. Policy monitoring and review

- Technology evolves and changes rapidly. Sallygate will review this policy atleast annually. The policy will be revised following any national or local policy updates, any localconcerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issuesidentified will be incorporated into our action planning.
- All members of the community will be made aware of how Sallygate will monitor policy compliance.

10. Responding to policy breaches

- Members of the community are informed of the need to report policy breaches or concerns inline with existing *school/setting* policies and procedures.

- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and pupils to work in partnership with us to resolve issues.
- Where pupils breach this policy:
  - appropriate measures and/or pastoral/welfare support will be implemented in line with our Positive Relationship and Support policy.
  - concerns will be shared with parents/carers as appropriate.
  - we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or *headteacher* will seek advice from the Education People's Education Safeguarding Service or other agency in accordance with our child protection policy.