



# Whitstable Junior School

## Acceptable Use of Personal Devices & Mobile Phones Policy

**Governors' Committee Responsible: Strategy Committee**

**Policy Originator: Headteacher**

**Status: Statutory**

**Review Period: Annual**

**Date approved: Sep 2022**

**Next review date: Annual**

## ***Acceptable Use of Personal Devices and Mobile Phones***

### **Rationale regarding personal devices and mobile**

#### **phones**

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members of Whitstable Junior School's community to take steps to ensure that mobile phones and personal devices are used responsibly.
- Whitstable Junior School recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within schools/settings.

### **Expectations for safe use of personal devices and mobile phones by children**

- Personal devices belonging to children, including but not limited to; tablets, games consoles and 'smart' watches and mobile phones have to be handed to the class teacher at the start of the school day and locked in the class safe. They are returned at the end of the school day.
- All use of personal devices including but not limited to; tablets, games consoles and 'smart' watches and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
- All members of Whitstable Junior School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- All members of Whitstable Junior School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept

confidential and mobile phones and personal devices should not be shared.

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy.
- All members of Whitstable Junior School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

### **Staff Use of Personal Devices and Mobile Phones**

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as: confidentiality, child protection, data security and acceptable use.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during lesson time.
  - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
  - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
  - Not use personal devices during teaching periods, unless written permission has been given by the headteacher, such as in emergency circumstances.
  - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners.
- Members of staff are permitted to use their own personal phones or devices for contacting parents and carers when this is necessary because school phones are unavailable. However this must be on the school premises and the pre fix 141 must be used to hide the personal phone number of staff.

- Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or deputy).

**Using personal devices to take photos and videos of children:** Where possible school devices should be used to capture images of children.

However the use of personal devices is permitted if a school device is unavailable and the following protocols must be adhered to:

- Only children who have consent to be photographed/videoed can have their photo/video taken and the photos/video must be in accordance with the acceptable use policy and child protection policy.
  - Images must be emailed/uploaded to a school server or school email as soon as possible.
  - Images must be deleted from the personal devices before leaving the school premises including from email sent box.
  - It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a DSL/Deputy DSL as soon as possible after the event.
- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy
  - 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, the police will be contacted.

### **Learners Use of Personal Devices and Mobile Phones**

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Whitstable Junior School expects learners' personal devices and mobile phones to be...
  - switched off, handed to the class teacher at the start of the school day and locked in the class safe. They are returned at the end of the school day.
- If a learner needs to contact his/her parents or carers they will be allowed to use a setting phone.

- Parents are advised to contact their child via the setting office
- Mobile phones or personal devices will not be used by learners during lessons or formal educational time.
- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place.
- Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our behaviour or bullying policy or could contain youth produced sexual imagery (sexting).
- Searches of mobile phone or personal devices will only be carried out in accordance with our Searching, Screening and Confiscation Policy, which can be found on our website.  
[www.gov.uk/government/publications/searching-screening-and-confiscation](http://www.gov.uk/government/publications/searching-screening-and-confiscation)

- Learners mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies.
- Mobile phones and devices that have been confiscated will be released to parents or carers.
- If there is suspicion that material on a learner'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.

### **Visitors' Use of Personal Devices and Mobile Phones**

- Parents/carers and visitors (including volunteers and contractors) should ensure that mobile phones and personal devices are not used unless permission has been given by the Headteacher. E.g during school events which they may wish to photograph.
- We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Visitors (including volunteers and contractors) who are on site for a regular or extended period will use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputy) or headteacher of any breaches our policy.

### **Officially provided mobile phones and devices**

- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- School mobile phones and devices will always be used in accordance with the acceptable use policy and other relevant policies.