

## **Saxon Mount and Torfield Academy Trust**

### **Mobile Technology Policy**

#### **Rationale**

The safety of pupils at Saxon Mount and Torfield Academy Trust is of the utmost importance. In recent years, developments in mobile technology have been extensive and rapid, meaning that mobile phones (and other personal devices) can now do much more than just make voice calls. Integrated cameras, video messaging, mobile access to the internet are now commonplace, allowing access to a whole range of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology. The age of ownership of such technology, including mobile phones is becoming ever lower. However, as with any technology there are associated risks and children need to understand these and develop appropriate strategies and behaviour for keeping themselves safe, as well as understand their responsibilities in ensuring there is no misuse of their device.

Parents should also be aware of the risks and responsibilities of this modern system of communication as it affects their children in school.

#### **Aims:**

- To inform staff, pupils and parents about the use of mobile technology in the Federation schools.
- To ensure staff, pupils and parents are familiar with the school policy on pupil use of personal mobile technology in school.
- To highlight the child protection issues of using camera and video phone technology in school. To counter the use of text messaging in school as a form of bullying.
- To determine exactly if and when mobile phone use is permitted in school. To offer safety guidelines to pupils/staff on general mobile use.
- To encourage responsible use of devices and outline consequences of not adhering to school policy on the use of mobile phones and other electronic gadgets.

#### **Pupil Use**

- Pupils may bring mobile phones to school on the understanding that they must be switched off, submitted to the school office at the start of the school day and collected from the office at the end of the school day. In the case of any child being involved in an accident or an emergency arising then the school will contact the parents or guardians concerned.
- Pupils may not bring mobile phones or electronic devices on school trips or outings. Again in the event of an emergency the school will contact parents.
- Pupils may not use mobile phones to take or send multimedia messages and the taking of photographs is strictly forbidden.
- Electronic devices such as DS game machines are not permitted in the school.
- Responsibility for the safe keeping of electronic devices remains with the child. The school or an individual member of staff cannot accept responsibility for loss or damage.

- Pupils bringing mobile phones into school must ensure there is no inappropriate content on the device.
- The sending of inappropriate text messages between any members of the school community is not allowed. Instances of cyber bullying of pupils or staff will be regarded as extremely serious and dealt with in line with the school's discipline policy and child protection procedures. Parents will be informed of anyone involved in inappropriate usage.
- Pupils are aware that any misuse of mobile phones or devices should be reported to a member of staff immediately.

### **Adult/Staff Use**

- The Trust allows staff to bring in personal mobile phones and devices for their own use. There should be no personal use of mobile devices during pupil contact time.
- Staff should not use personal mobile devices to photograph pupils.
- Staff should not give their personal mobile numbers or personal email addresses to pupils, parents or guardians.
- Staff personal mobile phones should not be used for any school related matters except in an emergency.
- Staff bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.
- During outdoor visits staff will be provided, when possible, with a school mobile phone and this will be used to contact school or parents should an emergency arise.

### **Equality**

- This policy, and the practice it promotes, has been impact assessed to ensure that pupils attending Saxon Mount and Torfield schools receive the opportunities to which they are entitled in order to achieve their full potential regardless of race, religion, age, sex, disability, sexual orientation or personal circumstances.

### **Review**

- This policy will be reviewed regularly and whenever further additional advice is provided by the Trusts appointed E-Safety advisor.

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