



Mobile Devices and Web-Enabled Technology Policy for
staff, visitors, volunteers and pupils

Mobile Devices and Web-Enabled Technology Policy 2023-25

Signed by Chair.....

Date.....

February 2023

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Mobile Devices and Web-Enabled Technology Policy for staff, visitors, volunteers and pupils

This policy provides clear guidance on the use of mobile devices and web-enabled technology in school by both adults and children.

Camera Mobile Devices & Web-Enabled Technology

Camera mobile devices and web-enabled technology are becoming increasingly popular and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.

There is a potential for camera mobile devices to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff policy

Staff use of mobile devices and web-enabled gadgets during their working day should be either:

- outside of their contracted hours, or
- discreet and appropriate e.g.: not in the presence of pupils, or
- within the confines of the school offices or staffroom.

Mobile devices should be switched to silent mode and left in a safe and secure place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff should **never** contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

February 2023

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With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Parent, Visitors or Volunteers in School Policy

Adults either in school or accompanying children on school trips should not use their cameras or mobile device cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile devices or web-enabled gadgets within the confines of the school office or staffroom. Personal cameras and mobile device cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Parents are requested to adjust their phones to silent mode and not access or use them while on the premises, particularly in assemblies, performances and Come Read With Me. In the event of an emergency, they must leave the classroom and seek out an adult who will advise them where they can use them.

Pupil Policy

Children are not allowed to bring a mobile phone or web-enabled device to school and, if found, will be confiscated until the end of the school day. Should a pupil have reason to bring a mobile, they must be given to the school office in school hours and collected at home time.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

February 2023



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Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone.

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