



Mobile Technology Policy	
Date	July 2023
Review	July 2024
Reviewed by	Governors
Determined Annually by Full Governing Body	
<p><i>Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, sex, gender reassignment, pregnancy or maternity, race, religion or belief and sexual orientation, marriage and civil partnership. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not priorities' or disadvantage any pupil or adult and it helps to promote equality at this school.</i></p>	
<p>This policy should be read in conjunction with the suite of policies relating to safeguarding:</p> <ul style="list-style-type: none"> Acceptable Use On line Safety Social media Technical Security Keeping Children Safe in Education Safeguarding and Child Protection Behaviour Anti- Bullying SEND GDPR Visitors Policy 	

Aims

To inform Sandlings team members, pupils and parents about the use of mobile technology in the school

- To ensure Sandlings team members, 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 / instant messaging in school as a form of bullying.
- To determine exactly if and when mobile phone use is permitted school.
- To offer to offer safety guidelines to pupils/Sandlings team members /visitors 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. To outline the consequences of not adhering to the school mobile technology policy.
- To outline who has responsibility in the case of loss, theft or damage of mobile technology

Mobile Technologies

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook / laptop/Fitbit /apple watch or other technology that usually has the capability of utilizing Sandlings’ wireless network. The device then has access to the wider internet which may include Sandlings’ other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational. Teaching about the safe and appropriate use of mobile technologies is be an integral part of Sandlings Online Safety Education programme.

The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices

- All school devices are controlled though the use of Mobile Device Management software
- Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g. Internet only access, network access allowed, shared folder network access)
- The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
- For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted
- Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user. These may include; revoking the link between MDM software and the device, removing proxy settings, ensuring no sensitive data is removed from the network, uninstalling school-licensed software etc.
- All school devices are subject to routine monitoring
- Pro-active monitoring has been implemented to monitor activity

Sandlings allows:

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device ¹	Student owned	Sandlings team members owned	Visitor owned
Allowed in school	Yes	Yes	Yes	No ²	Yes	Yes
Full S drive network access	Sandlings team members have access to all files on the s drive only the headteacher and office manager have access to private drive files Children have access to class folders only			No	No only to printer	No
Internet	yes	yes	yes	No	yes	yes on request (acceptable user agreement must be signed)

- School owned devices such as laptops and iPad are allocated to all teachers including the headteacher and can be taken home and can be used for personal use within guidelines set out in this and associated policies. In school, access to all levels within our adult filtering perimeter is permitted.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted
- The software/apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The school will ensure that devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to learners on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- Sandlings team members must pay due regard to data protection and must not remove from school pupil's personal information. Documents on USB devices must be encrypted or on the school's cloud drive. As the school moves to cloud based storage external hard drives will not be permitted.
- Teachers must only take images of pupils where parental permission has been given and only on school devices.
- When a user leaves school the device is set to factory settings.

Personal devices:

- Sandlings team members are allowed to have mobile devices in school but these have to be kept in the team room and only used in the team room. Apple watches smart watches are not permitted and must be stored as phones because they have the capability of taking pictures using another device such as a phone and can deliver messages and have the capacity to be answered if rung.
- Personal devices should not be used for school business.
- Devices must be in silent mode on the school site
- The school has a school mobile phone to be used to contact parents i.e. on a school visit, however there might be exceptional circumstances where Sandlings team members may have to use their own phone. To safeguard Sandlings team members, where personal phones have had to be used these occurrences will be recorded in the online safety incident log book. Sandlings team members will block their number using 141.
- Sandlings team members are permitted school internet access on these devices but there is no technical support available for these devices and the school does not accept any liability for loss or damage to personal devices following access to the network.
- Visitors are informed about school requirements on the information leaflets in the school office and on visitor badges for use of their personal devices in line with our safeguarding procedures. This includes no photos to be taken unless of own child and an agreement not to share photos of other children on line and not to use the phone whilst on school premises. The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
- The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security

- The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues

Pupil Use

- As there is no legitimate use for mobiles or apple watches on school premises, pupils may not use them for any purpose whilst on the school premises.
- If pupils have sought permission from the Headteacher to bring in mobile phone/ apple watches to school, they must be switched off, submitted to the school office at the start of the school day and collected from the office at 3.30pm. 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. The school or an individual member of Sandlings team cannot accept responsibility for loss or damage.
- Pupils who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of Sandlings team. Parents will be contacted to inform them that this has happened and asked to collect it from the school office. They will also be required to show in the instance of a locked phone any apps / photos that have been used at school and delete any material created in school. o
- Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate
- Electronic devices such as DS game machines are not permitted in the school.
- The sending of inappropriate text/ instant messaging messages between any members of the school community and the wider community is not allowed.
- Instances of cyber bullying of pupils or Sandlings team members 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 Sandlings team members immediately.

Visitors

- Visitors should not use their personal mobile devices/ apple watches during pupil contact. These should be turned off whilst in school.
- Parents/carers are advised to take photos/videos during assemblies or other school performances of only their own children. In an instance where another child is accidentally in the frame these pictures must not be posted on any form of social media.
- School photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

Adult/Sandlings team members Use

- Sandlings team members are advised to use passwords/pin-codes to ensure their phone and other equipment cannot be used by an unauthorised person.
- Sandlings team members must not to give their home telephone number or their mobile phone number to pupils or parents. Mobile phone communication should be used sparingly and only when deemed necessary.
- Photographs and videos of pupils must not be taken with mobile phones or apple watches.
- Sandlings team members must not use their mobile phones or apple watches during pupil contact time. Phones must be stored in bags/lockers, Sandlings team members room etc. and not out on display. These devices must only be used when there are no pupils present.
- In very exceptional circumstances, e.g. family emergency, Sandlings team members should seek permission from the Headteacher to use their personal mobile device when in contact with students. But in most cases Sandlings team members should be contacted via the school's landline.

- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, e.g. for observations/school events. These must be cleared and stored on the S drive as soon as possible.
- Sandlings team members must not make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupil's text messages.
- Sandlings team members should not enter into instant messaging communications with pupils or parents unless through the schools chosen on line platform – Class Dojo
- Sandlings team members bringing personal devices into school must ensure that there is no inappropriate or illegal content on the device.

Responsibility for mobile phones and other mobile devices

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology. It is the responsibility of Sandlings team members, parents, pupils and visitors to make sure that mobile technology is properly insured.