



Good  
Provider

# Mobile Technology Policy

Date approved: 18.11.15  
Signed by Chair of Governors: Mr Paul Rossi

Date approved: 18.11.15  
Signed by Headteacher: Mr Sean Hayes

Reviewed May 2017Next  
Review: May 2018



St John Fisher  
Catholic High School

**Policy and Procedures**

# Mobile Technology Policy

## Rationale:

Developments in mobile technology have been rapid in recent years, meaning that mobile phones (and other personal devices) can now do much more than make voice calls. Integrated cameras, video messaging, mobile access to the internet and location-based services are now commonplace, allowing access to a whole array of new content and services.

Children and young people have always been keen to grasp the opportunities offered by new technology and, with increasing rates of ownership at an ever lower age, mobile phones are no exception. However, as with any technology, there are associated risks: children and young people need to understand the issues and develop appropriate strategies and behaviours for keeping themselves safe.

This policy is based on the Be-Smart guideline and relates to personal mobile devices (eg phones, laptops, iPods, iPhones, MP3 players, memory sticks, DSs).

There may be times when students are photographed as part of normal school activity. Any parent not wishing their child to be included in this should make this known to the school in writing. This includes photos for display around the school, on our website or newsletter and in the local press.

This policy outlines the acceptable use of mobile technology.

## Aims of this policy:

- To inform staff, students and parents about safe mobile technology use in school.
- To ensure staff, students and parents are familiar with the school policy on student use of personal mobile technology in school.
- To highlight the child protection issues of using camera and video phone technology in the school.
- To counter the use of text messaging in school as a form of bullying.
- To determine exactly when and where mobile phone use is permitted in the school.
- Offer safety guidelines to the students/staff on general mobile phone use.
- 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.

## Staff Use: (this means School Staff, Volunteers and Governors)

- The school allows staff to bring in personal mobile phones and devices for their own use.
- Staff are advised to use passwords/pin-codes to ensure their phone cannot be used by an unauthorised person.
- There should be no personal use of mobile devices during student contact time.
- In exceptional circumstances, eg family emergency, staff should seek permission from SLT to use their personal mobile device when in contact with students.
- Staff should not give their personal mobile phone numbers or personal email addresses to students, parents or carers.
- Staff personal mobile phones should not be used for any school related matters except in emergencies, unless authorised to do so by a member of SLT.

- Only the mobile devices belonging to school may be used to take appropriate and relevant images of students, eg for observations/school events. Personal mobile devices should not be used, unless authorised by a member of SLT. These images should be downloaded and then deleted from personal mobile devices.
- Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- During off site visits, staff will be provided, where possible, with a school mobile phone and this should be used to contact school or parents should an emergency arise. However, if a school mobile device is not available then staff can use their personal mobile device with authorisation from a member of SLT.

### **Student Use:**

- As there is no legitimate use for mobiles **on** school premises, students may not use them for any purpose whilst on the school premises and must keep them out of sight at all times.
- Students who ignore this policy and use a mobile on school premises will be required to hand over their phone to a member of staff. Parents will be contacted to inform them that this has happened and asked to collect it from the school office.
- If a member of staff of the school has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Parents will need to recover the phone from the police in such circumstances.
- Any failure to comply with the above guidelines may result in normal disciplinary action being taken up to and including the consideration of permanent exclusion of the student concerned.
- On off-site visits, student use of personal mobile devices will be clarified by the school prior to the visit.
- Parents should be aware that whilst there are obvious benefits to students having mobiles in terms of personal safety, there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- If a student needs to contact his/her parents/carers they will be allowed to use a school phone.
- If parents need to contact students they should contact the school and a message will be relayed promptly.

### **Visitor Use:**

- Visitors should not use their personal mobile devices during student contact. These should be turned off whilst in school.
- Parents/carers are not permitted to take photos/videos during assemblies or other school performances as the school is unable to make sure photos are not edited or put on social media websites.
- School Photographers will be treated as any other visitor and appropriate levels of supervision will be in place at all times.

## **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 staff, parents, students and visitors to make sure that mobile technology is properly insured.

**Reviewed by the Governors Personnel Committee:** November 2015

**Last Review Date:** May 2017

**Next Review Date:** May 2018

**Staff Member Responsible:** Deputy Headteacher