



Mobile Device Policy

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Approved by The Governing Body

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Renewed
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Version
6

The governing body recognises the importance of keeping its Mobile Device Policy up-to-date and will review the policy on an annual basis.

This policy was adopted by the Governing Body of the Lincoln Saints Federation in 2019.

Throughout the Federation the welfare and well-being of our students is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice. This is achieved through establishing clear and robust acceptable mobile phone user guidelines. The policy recognises that mobile phones are effective communication tools and sets out ways to protect against potential misuse and unnecessary cost.

The Federation is aware of the enhanced functions of many mobile phones, and that these can cause concern, offering distractions and disruption to the working day, and can be susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. As it is difficult to detect specific usage this policy refers to ALL mobile communication devices, including Mobile phones, Smart Phones and watches, Tablets (including iPads).

Scope

This policy applies to all individuals who have access to personal and work mobile phones on site. This includes staff, volunteers, governors, students, parents, carers, visitors and contractors. This policy should be read in relation to the following documentation:

- Safeguarding Policy
- Behaviour Policy

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other, creating a strong morale and sense of commitment leading to increased productivity.

Our aim is that all staff:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into a compromising situation which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use of ALL mobile communication devices, especially in relation to social media.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

Misuse refers to any activity that is non-school related or could bring the school into disrepute.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive; therefore, an agreement of trust is promoted regarding the carrying and use of mobile phones within the setting which is agreed to by all users.

Personal Devices – Staff

- Personal devices should not be in staff possession at any point when pupils are present even for the use of features such as alarms, calculator etc. and should be stored appropriately in cupboards. Smart watches are allowed to be worn on the condition they are set to do not disturb.
- Staff are not permitted to make/receive calls during the school day on personal devices (unless SLT agree due to exceptional circumstances). Should staff need access to their personal phones this should be done in a private space away from students and during staff break's. In exceptional circumstances the use of personal phones (including receiving/sending texts and emails) should be limited to non-contact time when no pupils are present e.g., in office areas, staff room, and empty classrooms.
- In the case of an out of school activity the activity lead must have school trip phone. Staff may take a personal phone out on a school activity however they must be turned off and not to be used unless there is an emergency (in which case the phone call should be away from sight of students). On residential stays a personal phone may be used in an appropriate location away from pupils.
- Emergency contact should be made via the school office and staff are encouraged to give the school contact details to family members as the point of contact.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example to take recordings of pupils, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras, iPads and school issued mobile phones.
- Staff who use social media need to behave in an appropriate manner in line with the school values and should not bring the school into disrepute in what they write or post. They must consider the role they hold as an upstanding member of the school and local community.
- Staff must be conscious of what they post on social media and must have privacy settings on their personal accounts.
- Staff are strongly advised to not have their school email or other apps such as tapestry/seesaw on their mobile phone as this has can have a negative impact on staff welfare.
- It is advised that staff set up security to prevent unauthorized access to functions of their personal phones.
- In the event of an emergency e.g., calling an ambulance, this is permitted as it is intended to protect life.

Mobile Phones for work related purposes

- Where a mobile phone has been issued by the Federation it will remain the property of the Federation and can be recalled at any time and content checked. The user will be responsible for its safekeeping, proper use, condition and eventual return. During the day mobile phones should be always with the user.
- Apps (Including social media) for school use may be downloaded to the phone.
- Any Apps must be deleted when the phone is returned if the staff member leaves the Federation.
- If a mobile device is connected to a personal ID, the staff member is required to unlock the device so it can be restored to factory setting and issued to another member of staff.
- The user must also supply all login details that have been issues to them so that the device can be rest to factory settings.

- Where a mobile phone has been issued by the Federation the user agrees that upon termination of employment to return the phone. If they do not return it, or it is returned in an unsatisfactory condition, the cost of a replacement, or a proportional amount of this as decided by the Federation will be taken from final monies owing or the user will otherwise reimburse the Federation.
- Photographs of students can be taken on work mobiles; however, they must be downloaded the same day and deleted from the phone before leaving school.
- Should there be any queries on the use of the mobile the ICT Team is available to help.

Mobile phones – offsite, educational visits, school trips

- Mobiles will be used professionally and appropriately.
- In the event that it is a large trip and there are insufficient school trip phones this should be resolved via the risk assessment for the trip e.g. other work devices can be borrowed from colleagues in school for such events.
- Mobile phones should not be used to make general contact with parents during school trips – all relevant communications will be made via the school office.
- Mobile phones may only be used to contact parents in an emergency and when the trip is outside of normal school hours e.g., residential.
- Where parents are accompanying trips, they should also follow the same procedure as staff and have phones switched off therefore cannot take photos etc. of students.
- It is the responsibility of the trip lead to ensure the safe keeping of school mobile phones and they are returned to the appropriate location on the same day as the trip and put on charge.

Personal devices – Students

The Federation recognises that mobile phones are part of everyday life for many of our students and can play a role in helping students feel safe and secure. However, the Federation also recognises that they can be a distraction in school and can provide a means of bullying or intimidating others. Therefore, we have drawn up a Code of Conduct for students:

- In the event of a parent/carer wishing for his/her child to bring a mobile phone (for example to contact parents/carers or to use when travelling) the mobile phone must be handed in to the class teacher who will store in a locked drawer. Parents/carers will need to sign to confirm that the phone is left at the owner's risk and school are not responsible for any lost/stolen or damaged devices.
- Students are not to use any personal device during the school day including waiting for transport, this is to safeguard themselves and others and to prevent distraction.
- Students are not permitted to have devices on trips, these should be left in school and collected at the end of the day.
- Mobile phones brought into school and not handed in will be confiscated and returned at the end of the day. Parents/Carers will be contacted to ensure that they understand the rules regarding phones.
- If a mobile phone is used in school to bully, intimidate others or use for inappropriate reasons, then the **Head of School**, supported by parents/carers, has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of students'.
- With permission from parents/carers the senior leadership team can view the content of the device and assess appropriate actions.

- In the event of bullying or intimidating behaviours online, out of school hours, the senior leadership team will work with parents/carers to address these issues.
- Those students who access iPads for the purpose of communication should have their camera features disabled. This includes on transport to and from school.
- If students wish to use their devices on their journey to or from school e.g., to listen to music, they must not use their camera to take images whilst on transport. Should a student take any photos, a member of SLT will speak with parents about this and consider possible consequences.

Devices – Parents

The Federation would prefer parents not to use their devices while in school, but it recognises that this would be impossible to regulate. The Federation asks that parents' do not use their devices in school however in an emergency would be welcome to use a private space.

The Federation allows parents to photograph or video school events such as shows, sport's day etc., using their devices – but insists that parents do not publish images, for example on social networking sites, that include any children other than their own.

Devices – Visitors and visiting professionals

The Federation asks that visitors and professionals do not use their devices in the presence of students. In the event of needing to use a device, this should be done with the permission of the person escorting the visitor and done in a private space. Visiting professionals are expected to follow the same principles as staff and only used away from the sight of students.

University students on work placements are expected during their induction to sign to agree to the staff mobile policy and practice.

Personal and work devices that are lost or stolen

- The user is always responsible for the security of the mobile phone and school is not liable for any personal lost or damaged devices.
- A PIN number should be used on the mobile to enable maximum security. All confidential information, for example login details must be password protected and changed on a regular basis.
- In the event of a work device is lost or stolen on site or during an out of school activity a member of the SLT team should be informed immediately. In addition, contact the IT Team to ensure that the device is locked and there is no unauthorised usage.
- In the event of a theft of a work device, the incident must also be reported to the police and an incident number obtained and used to report to the ICT Team.

Monitoring of work devices usage and costs

The Federation phone bill is monitored on a monthly basis and if a user's bill is over the designated monthly cost, then the user is contacted by the admin/finance Team. If the reason for the higher cost is work related then no extra cost is incurred, if the calls were personal then the Federation would bill the user for anything above the designated monthly fee.

Mobile phones will also be subject to a random spot check, undertaken by a member of the ICT team to make sure that the phone has been used appropriately. The user will be told of the UK inclusive allowances when the phone is issued.

Mobile Phone Use Abroad

The Federation phones used abroad will be charged at cost to the user, unless the calls are required for school. Prior to the trip abroad that user must contact the IT department to get advice and to check the usage abroad. The user will switch off 'data roaming' unless internet access is needed as these may be charged at a premium rate abroad.

Policy Review

The Federation considers the Mobile Phone Policy to be important will undertake a thorough review of the policy and practice annually.