**Dromore Central**

**Primary School**



**Interview Record**

**Mobile Digital Devices Policy**

**June 2023**

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**Introduction**

This policy should be read as part of the school’s Technologies Policy in conjunction with the school’s Acceptable Usage policy for Technologies. The school accepts that staff and students are permitted to bring such devices to school but their use is restricted as detailed in this policy.

This Policy applies to ‘standard’ mobile phones as well as smart phones such as iPhones, Blackberries, Android and Windows phones and other 3G/4G and WiFi enabled devices such as iPads, iPods, tablets and laptops. Use of mobile devices by members of staff and students is regulated, in accordance with E-Safety policy and recognised professional standards of acceptable practice.

Many pupils and staff, for security and practical reasons, feel the need to carry a mobile phone. For these reasons, their use is allowed in school. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that pupils do not use them unnecessarily and disrupt the effective operation of the school.

This policy is reviewed annually by the school senior management, who will report to the Governors regarding its implementation on a regular basis.

In accordance with the school’s Provision of Information Policy, the policy should be made available on the school’s website and in hard copy from Reception. It should be read in conjunction with:

* Behaviour and Discipline Policy
* Care and Consideration: Anti-Bullying Policy
* Exclusion, Expulsion, Removal and Review Policy

The school is committed to ensuring that the implementation of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school’s own Equal Opportunities Policy.

**Rationale:**

*‘Research and advice indicates that…….the use of digital tools, social communication environments and online resources which are easily accessed by mobile devices is well prepared and planned, it can benefit learning and teaching inside and beyond the classroom.’* DENI Circular 2016/26.

It is the responsibility of staff, governors and everyone who encounters them in the school or on school-organised activities to safeguard and promote pupils’ welfare around digital technology.

**Key Personnel**

The ICT Coordinators, Mrs Adams and Mrs. J. Snoddy, will be responsible for creating and reviewing the policy.

**Area of Risk**

Child Protection: Pictures of children on the ‘at risk’ register become associated with the school through linked social media platforms

Bullying: Use of mobile technology can make bullying more pervasive and difficult to monitor

Staff Protection: Content recorded in lessons, whether overtly or covertly, on mobile devices or wearable digital technology may cause distress to staff, especially when uploaded to social platforms.

**Procedures**

A common sense approach should be followed regarding the use of 3G and Wi-Fi enabled mobile devices. Teachers should always have the ability to override rules against mobile device use, where common sense prevails, although the following guidelines should be used:

**Times and locations where mobile devices may be permitted**

• Taking photos on school trips - students are not permitted to bring their own devices on school trips.

• Taking photographs of academic work. There are times when students will want (or need) to photograph different stages of a project, practical task or experiment. In all cases, students should seek authorisation from their teacher before using cameras or iPads to record their work.

• Under direction from a member of staff, students may use either school owned cameras and/or iPads to make an appropriate record of their academic work. Staff may withdraw authorisation at any time and students should be mindful of the responsibility given in allowing use of personal devices. Any images or sections of video, which are found to contain images of students, should be deleted at the earliest opportunity.

• A student may be given authorisation to video or record specific elements of a lesson, at the sole discretion of the teacher of the lesson.

• No content recorded by a student on a personal device should be uploaded to a social media, video sharing (such as YouTube) or photograph sharing site (such as Flickr), without the permission of those being filmed, including members of staff. Doing so could result in disciplinary action.

**Times and locations where mobile device use is not permitted**

• 3G/4G or WiFi enabled devices of any description, including mobile phones, iPods or iPads, must never be taken on school trips by students.

• Mobile devices should be switched off during lessons, unless directed otherwise by the member of teaching staff in charge.

* Wearable digital technology should not be worn on school premises.

• Students should not be posting updates to social media platforms during the school day.

• Students should not bring mobile phones on school trips.

• Students should not contact their parents directly when unwell or unhappy at school, either via phone, social media or electronic methods, to arrange to be collected. The student should report to the school office, as directed by their teacher, who will contact their parents, if appropriate. Parents should telephone the school office in the event of an emergency and a message will be passed on in the usual way.

• In line with the school policy on use of photographs taken in school, students are not allowed to use their mobile devices or cameras to take photos or videos of other students for any school purpose. It is not, for example, permissible for students to use their own devices to take videos of e.g. auditions for a school event, or a classroom activity.

• If students need to be filmed for such purposes, filming must be sanctioned by the member of staff concerned; agreed to by the student(s) concerned; and be on school devices only.

Parents must agree to the school using its own devices to film students on occasion for internal use when their child joins the school.

Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action. Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Student Acceptable Use of Technology Policy.

**Security of Mobile Phones and other electronic devices**

Students and staff are advised to have their phones/iPods/iPads security marked.

The school does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Students should be advised to take mobile devices to the office. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation’s insurance policy. Staff should be advised to keep valuables on them at all times, or keep them in the staffroom, though their security there cannot be guaranteed.

**Cyber Bullying**

Instances of cyber bullying will be punishable in accordance with the school’s Anti-Bullying Policy and may even result in exclusion or expulsion (or in disciplinary action, in the case of staff – refer to staff bullying and harassment policy).

**Dealing with Inappropriate Content on Mobile Devices**

**Mobile Device Guidelines for Pupils**

A list of practical guidance for pupils that outlines the behaviour expected from them when using the devices in school: This will need to be reassessed on a regular basis, as schools implement schemes for the use of technology in the classroom and as technology evolves.

The list below is not exhaustive;

* All devices are brought into school at the pupil's own risk and the responsibility for their safekeeping lies with the pupil. The school will take no liability for loss or damage.
* Pupils must keep their mobile device switched off and in their school bag.
* School is a place of work; pupils’ mobile phones/devices must be switched off (or in silent mode) at all times whilst on school premises, unless specifically authorised by a member of teaching staff.
* Permission must be sought from a member of teaching staff, and authorisation given, before a pupil may be allowed to use a mobile device on school premises.
* If the use of a device is permitted or directed in a lesson (e.g. to make an emergency call) it will be under explicit staff supervision, and permission can be withdrawn at any time.
* Any pupil found using a device on school premises without staff permission, should ordinarily expect to have their device confiscated for the rest of the day and their parent(s) will be asked to collect it.
* If a pupil needs to contact home in an emergency, they must speak with a member of staff who will deal with the matter. Pupils should not contact home in the case of illness; this should only be done by a member of staff.
* If parents need to contact pupils in an emergency, they should contact the school reception and a message will be taken to the pupil. Parents are reminded that pupils should not have their devices turned on whilst on school premises and, hence, will be unable to check for messages.
* Pupils may only access the internet through the school’s network; no independent (for example through a 3G connection) access is permitted.
* The accessing, or updating, of personal social media platforms is not permitted.

 **Mobile Device Guidelines for Staff**

A list of practical guidance for staff which outlines the behaviour expected from them when using their mobile digital devices in school. This will need to be reassessed on a regular basis as schemes for the use of technology in the classroom evolves.

The list below is not exhaustive;

* Staff personal mobile digital devices should be switched off (or in silent mode) during lessons, or at times where they are responsible for the supervision of students.
* Mobile digital devices should be kept out of sight, in a safe place, e.g. in a teacher’s handbag, secure pocket or store. As it would be a breach of Safeguarding guidance, staff owned mobile phones should never be visible to children.
* Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to receive or send personal calls, texts or post content to personal social media platforms.
* If an accident occurred on the school premises while under the supervision of a member of staff who could be proved to be using a digital device at the time of the accident, the school may find itself liable. This would apply to activities both on and off the school premises and would apply to any adult responsible for the supervision of students.
* If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they discuss this with their Head of Key Stage,

Vice Principal or the Principal beforehand.

* Staff should not use a personal mobile digital device, or similar, during lessons (or when supervising students) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to pupil learning and cannot be sourced through the school network (in which case, pupils should be made aware that the mobile device has been used for this educational purpose).
* Staff must not photograph or video pupils with a personal (mobile digital) device. If it is necessary to regularly take images of students for marketing purposes, then a school owned device should be provided.

The taking of images on a personal device is open to misinterpretation by others – is it for educational use or personal use? In showing students pictures taken on a personal device, other personal images inappropriate for an educational context may be visible to students. Many users synchronise their digital device photo library with online storage sites and other devices. Images of school children on multiple personal devices may be open to misinterpretation.

* Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any pupil area, for example in the Staff Room or in an office, behind closed doors. Such calls should be made when the member of staff is not responsible for, or working with, pupils.
* Staff should not give out their personal mobile phone numbers, or other communication contact information, to students.
* Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.

**Monitoring and reviewing:**

The implementation of this E-Safety policy will be monitored by the ICT Coordinators

annually or, if required, following a breach of safety.

The Board of Governors will receive reports on E-Safety including anonymous details of

E-Safety incidents.

Should serious E-Safety incidents take place, the following external persons or agencies should be informed: PSNI, Chair of BoG and EA.

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**Mobile Digital Devices Policy**

Ratified by Board of Governors (Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chairperson of Governors)

Review Date: June 2023