



**Five Acre Wood
Mobile and Smart Technology Policy
November 2023**

Article 19 - I have the right to be protected from being hurt or badly treated.



Article 34 – Nobody should touch me in ways that make me feel uncomfortable, unsafe or sad



Key Details

Designated Safeguarding Lead (s): Sarah Costain

Named Governor with lead responsibility: Dr Shobha Ravindra

Date written/updated: September 2020

Date agreed and ratified by Governing Body: September 2020

Date reviewed: September 2022

Date agreed and ratified by Governing Body: 30.01.23

Date reviewed: November 2023

Date agreed and ratified by Governing Body: November 2023

Date of next Review: November 2024

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

1. Policy Scope and aims

- This policy has been written by Five Acre Wood School building on Kent County Councils Education Safeguarding Service's mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)', '[Early Years and Foundation Stage](#)', '[Working Together to Safeguard Children](#)', '[Behaviour in Schools Advice for headteachers and school staff](#)', '[Searching, screening and confiscation at school](#)' and the local [Kent Safeguarding Children Multi-agency Partnership \(KSCMP\)](#) procedures.
- Five Acre Wood school has a separate policy regarding the use of social media and social networking sites. This is combined with the Acceptable use policy for staff. This includes visitors, volunteers and agency staff.
- The purpose of this policy is to safeguard and promote the welfare of all members of our community when using mobile devices and smart technology.
 - Five Acre Wood School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile technology.
 - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), Sarah Costain (Deputy Head) is recognised as having overall responsibility for online safety
- This policy applies to all access to and use of all mobile and smart technology on site; this includes but is not limited to mobile/smart phones and personal mobile or smart technology devices such as tablets, e-readers, games consoles and wearable technology, such as smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images
- This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers, agency staff, therapists, KCC representatives and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).
- This policy applies to all access to the use of mobile technology, both on and off-site.
- Five Acre Wood School identifies that the mobile devices, such as computers, tablets, mobile phones and games consoles and social media are an important part of everyday life, which present positive and exciting opportunities, as well as challenges and risks.

- Five Acre Wood School will empower our learners to acquire the knowledge needed to use the mobile technology, considered and respectful way, and develop their resilience so they can manage and respond to online risks.

- **Links with other policies**

- This policy links with several other policies, practices and action plans, including but not limited to:

- Anti-bullying policy
- Acceptable Use Policies (AUP)
- Staff code of conduct
- Behaviour and Physical Interventions policy
- Image use policy
- Child protection policy
- GDPR policy
- Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
- Online Safety
- Searching, screening and confiscation policy
- Social Media and Acceptable Use Policy

- **Safe use of mobile and smart technology expectations**

- Five Acre Wood recognises that use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.

All members of the Five Acre Wood School community are advised to:

- take steps to protect their personal mobile phones or other smart devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile devices and other forms of smart technology are not permitted to be used in specific areas on site; this includes changing rooms, toilets and or hydrotherapy pool

- The sending of abusive or inappropriate messages or content, including via personal mobile devices and/or smart technology is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
 - All members of the Five Acre Wood School community are advised to ensure that their personal mobile and smart technology devices do not contain any content which may be offensive, derogatory, or illegal, or which would otherwise contravene our behaviour or child protection policies.
- **Five Acre Wood School provided mobile phones and devices**
 - Members of SLT are issued with a work phone number in addition to their work email address, where contact with children or parents/carers is required.
 - Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy (AUP)/remote learning AUP.
 - Five Acre Wood School provided mobile phones and/or devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff. Some classes have devices allocated to specific pupils.
 - Five Acre Wood School mobile phones and/or devices will always be used in accordance with our staff code of conduct, acceptable use and social media policies.
 - Where staff and/or pupils are using school provided mobile phones and/or devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance. This will be shared with parents and all pupil device use will be supervised by an adult.
 - **Staff use of mobile and smart technology**
 - Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
 - Staff will be advised to:
 - Keep personal mobile or smart technology in a safe and secure place such as staff lockers/classroom store cupboards during lesson time.
 - Keep personal mobile phones and devices switched off or set to 'silent' or 'do not disturb' modes during lesson times.

- Ensure that Bluetooth or other forms of communication, such as ‘airdrop’, are hidden or disabled during lesson times.
 - Not use personal mobile or smart technology devices during teaching periods unless written permission has been given by the headteacher/manager, such as in emergency circumstances.
 - Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal mobile and smart technology devices for contacting pupils or parents and carers.
- Any pre-existing relationships or circumstance, which could compromise staff’s ability to comply with this, will be discussed with the DSL and/or headteacher/manager
- Staff will only use school provided equipment (not personal mobile or smart technology devices):
 - to take photos or videos of pupils in line with our image use policy.
 - to work directly with pupils during lessons/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal mobile or smart technology devices with prior approval from the headteacher/manager, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy and/or remote learning AUP.
- If a member of staff breaches our policy, action will be taken in line with our staff Code of conduct, Child protection, Managing allegations, Whistleblowing and Low level concerns policies
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal mobile or smart technology devices or have committed a criminal offence using a personal mobile or smart technology devices, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

● **Pupil’s use of mobile and smart technology**

‘Behaviour in School: Advice for headteachers and school staff’ 2022 states:

“Headteachers should decide if mobile phones can be used during the school day. Many pupils, especially as they get older, will have one of their own. Allowing access to mobiles in

school introduces complexity and risks, including distraction, disruption, bullying and abuse, and can be a detriment to learning. Headteachers should consider restricting or prohibiting mobile phones to reduce these risks. If headteachers decide not to impose any restrictions on mobile phones, they should have a clear plan to mitigate the risks of allowing access to phones. This plan, as part of the school's behaviour policy, should outline the approach to mobile phones and be reiterated to all pupils, staff and parents throughout the school year. Headteachers should ensure it is consistently and fairly applied."

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including Personal mobile or smart technology devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies.
- Personal mobile or smart technology devices will not ordinarily be used on site by pupils.
- Personal mobile or smart devices will not be used by pupils during lessons or formal educational time, unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- The use of personal mobile or smart devices for a specific education purpose does not mean that blanket use is permitted.
- Staff will only allow pupils to use their mobile phones or personal mobile or smart technology devices as part of an educational activity, following a risk assessment, with approval from the Leadership Team.
- Five Acre Wood School expects pupils' personal mobile or smart technology devices and mobile phones to be kept safe and secure when on site.
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone or a member of staff will phone, using the class/school main phone, on their behalf.
- Parents are advised to contact their child via the school office or using email/Teams
- If a pupil requires access to a personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the headteacher prior to use being permitted.

- Any arrangements regarding access to personal mobile or smart technology devices in exceptional circumstances will be documented and recorded by the school.
- Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and/or their parents carers before use is permitted.
- Where pupils' mobile phones or personal mobile or smart technology devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.
- Personal mobile or smart technology devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal mobile or smart technology devices which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
- **Screening, searching and confiscation of electronic devices**
 - Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
 - Where there are any concerns regarding pupil's use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.
 - Staff may confiscate a pupil's personal mobile or smart technology device if they believe it is being used to contravene our child protection or behaviour policy.
 - Personal mobile or smart technology device that have been confiscated will be held in a secure place and released to parents/carers.
 - Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
 - If there is suspicion that data or files on a pupil's personal mobile or smart technology devices may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
 - If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our Searching, Screening

and Confiscation policy [Policies | Five Acre Wood School](#) and the DfE '[Searching, Screening and Confiscation](#)' guidance.

- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The Designated Safeguarding Lead (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our Searching, Screening and Confiscation policy [Policies | Five Acre Wood School](#)
- The Designated Safeguarding Lead (or deputy) will be involved without delay if staff believe a search of a pupil's device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our Searching, Screening and Confiscation Policy [Policies | Five Acre Wood School](#) and the DfE '[Searching, Screening and Confiscation](#)' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.
- In determining whether there is a 'good reason' to examine images, data or files, the headteacher or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
- If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

Visitors' use of personal mobile or smart technology devices and mobile phones

- Parents/carers and visitors, including volunteers and contractors, should ensure that mobile phones are used only to take emergency calls which should not be taken in front of pupils.
- Appropriate information is available upon entry to school to inform parents/carers and visitors of expectations of use.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their personal mobile or smart technology devices in accordance with our acceptable use of technology policy and other associated policies, including Anti-bullying, Child on Child Abuse, Sexual Violence and Harassment, Searching Screening and Confiscation, Child Protection and Behaviour and Physical Interventions.
- Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) or Senior Leadership Team of any breaches of our policy.

• **Monitoring and review**

- Technology evolves and changes rapidly; as such Five Acre Wood School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our technical infrastructure.
- The Chief Information Officer and the DSL and DDSL monitor internet and technology use taking place via all school provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied. Full information about the appropriate filtering and monitoring systems in place are detailed in our child protection policy. Any issues identified as a result of our monitoring approaches will be incorporated into our action planning
- To ensure they have oversight of online safety, the Chief Information Officer, Senior Leadership Team/DSL's will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.

- Any issues identified via monitoring policy compliance will be incorporated into our action planning.

• **Responding to policy breaches**

- All members of the community will be made aware of how the school will monitor policy compliance e.g. Acceptable Use Policies, staff training.
- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This may include reporting to the Chief Information Officer, recording on MyConcern, reporting to the Principal, DSL (s), member of the Senior Leadership Team.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from Kent County Councils Education Safeguarding Service or other agency in accordance with our child protection policy.
- Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm.