

**Mobile
Technology and
Social Media
Policy
For
New Ash Green
Primary School**

New Ash Green Mobile Technology and Social Media Policy



Key Details

Designated Safeguarding Lead (s):

Mrs Evans, Mrs Cain, Mrs Lednor, Mrs Gingell, Mrs Goss, Mrs Davin

Named Governor with lead responsibility:

Mr Glithero

Date written/updated: July 2020

Date agreed and ratified by Governing Body: (Month, Year)

Date of next review: July 2021

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 aims

- 1.1 The mobile technology and social media policy has been written by the Headteacher, involving staff, learners and parents/carers, building on The Education People policy template, with specialist advice and input as required.
- 1.2 It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2019, [Early Years and Foundation Stage](#) 2017 '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- 1.3 The purpose of New Ash Green's mobile technology and social media policy is to safeguard and promote the welfare of all members of our community when using mobile devices or social media.
- 1.4 New Ash Green Primary 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 or social media.
- 1.5 New Ash Green Primary 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.
- 1.6 New Ash Green Primary School will empower our learners to acquire the knowledge needed to use the mobile technology and social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.

2. Policy scope

- 2.2 This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).
- 2.3 This policy applies to all access to the use of mobile technology and social media, both on and off-site.

3. Links with other policies

- 3.1 This policy links with several other policies, practices and action plans, including but not limited to:
 - Anti-bullying policy
 - Acceptable Use Policies (AUP) and/or the Code of Conduct Policy

- Behaviour and Discipline Policy
- Image Use Policy
- Child Protection Policy
- Confidentiality Policy
- Curriculum Policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
- Online Safety

4. Monitoring and review

- 4.1 Technology evolves and changes rapidly; as such we will review this New Ash Green Primary School 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.
- 4.2 We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- 4.3 To ensure they have oversight of online safety, the Headteacher will be informed of online safety concerns, as appropriate.
- 4.4 The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.
- 4.5 Any issues identified via monitoring policy compliance will be incorporated into our action planning.

5. Mobile Technology: Use of Personal Devices and Mobile Phones

5.1 Expectations

- 5.1.1 New Ash Green Primary School recognises that personal communication through mobile technologies is part of everyday life for many learners, staff and parents/carers. Mobile technology needs to be used safely and appropriately within the setting.
- 5.1.2 All use of mobile technology including mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology (including 'smart watches' and fitness trackers which facilitate communication or have the capability to record sound or imagery) will take place in accordance with our policies, such as anti-bullying, behaviour and child protection and with the law.

- 5.1.3 Electronic devices of any kind that are brought onto site are the responsibility of the user.
- All members of New Ash Green Primary School's community are advised to take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - All members of New Ash Green Primary School's community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared
- 5.1.4 Mobile phones and personal devices are not permitted to be used in specific areas within the site such as changing rooms, toilets and swimming pools.
- 5.1.5 The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behaviour policies.
- 5.1.6 All members of New Ash Green Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

5.2 Staff use of personal devices and mobile phones

- 5.2.1 Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as confidentiality, child protection, data security and acceptable use of technology.
- 5.2.2 Staff will be advised to
- keep mobile phones and personal devices in a safe and secure place during lesson time.
 - keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
 - ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - not use personal devices during teaching periods, unless written permission has been given by the Headteacher such as in emergency circumstances.
 - ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.

- 5.2.3 Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
- Any pre-existing relationships which could undermine this, will be discussed with the DSL (or deputy) and Headteacher.
- 5.2.4 Staff will not use personal devices or mobile phones:
- to take photos or videos of learners and will only use work-provided equipment for this purpose.
 - directly with learners and will only use work-provided equipment during lessons/educational activities.
- 5.2.5 If a member of staff breaches our policy, action will be taken in line with our staff behaviour and allegations policy.
- 5.2.6 If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

5.3 Visitors' use of personal devices and mobile phones

- 5.3.1 Parents/carers and visitors, including volunteers and contractors, should ensure that they do not use personal devices or mobile phones unless permission is sought from the Headteacher.
- 5.3.2 Appropriate signage and information is displayed to inform parents/carers and visitors of expectations of use.
- 5.3.3 Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their mobile phones and personal devices in accordance with our acceptable use of technology policy and other associated policies, including but not limited to anti-bullying, behaviour, child protection and image use.
- 5.3.4 Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) or Headteacher of any breaches of our policy.

5.4 Officially provided mobile phones and devices

- 5.4.1 Members of staff will be issued with a work phone number and email address, where contact with learners or parents/ carers is required.
- 5.4.2 School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- 5.4.3 School mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

6. Use of Social Media

- 6.1.1 The School does not have access to social media – only the website.

7. Responding to policy breaches

- 7.1 All members of the community will be made aware of how the school will monitor policy compliance:
- 7.2 All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- 7.3 All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- 7.4 Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- 7.5 We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- 7.6 If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- 7.7 If we are unsure how to proceed with an incident or concern, the DSL (or deputy) or Headteacher will seek advice from the Education People's Education Safeguarding Service (www.theeducationpeople.org/products/safeguarding/education-safeguarding-team-contacts/) or other agency in accordance with our child protection policy.
- 7.8 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.