



**Longdon Hall
School**

Longdon Hall School

Mobile and Smart Technology Policy

Designated Safeguarding Lead (s): Steph Nickless

Safeguarding Governor: Lynette Edwards

Schedule for Development/ Monitoring/ Review

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| <p>This policy was approved by the Board of Directors/ Governing Body / Governors Sub Committee on:</p> | <p>22/09/2021</p> |
| <p>The implementation of this policy will be monitored by the:</p> | <p>Senior Leadership Team</p> |
| <p>Monitoring review will take place at regular intervals:</p> | <p>Annually</p> |
| <p>Should serious online/mobile device related safety incidents take place, the following external persons / agencies should be informed:</p> | <p>LA Safeguarding Officers, OFG Group Officials, Local Authority SEND Officers, Police from the relevant areas</p> |
| <p>Should serious online/mobile-device related safety incidents take place, the following Outcomes First Group colleagues must be informed:</p> | <p>Anne-Marie Delaney, Group Head of Safeguarding</p> |

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1.0 Policy Statement

Outcomes First Group places the safety of young people as its highest priority, including safeguarding children and young people when using digital technology and mobile devices. Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety and the safe use of technology is therefore an essential part of the school's provision. Children and young people need the help and support of the school to recognise and avoid online and technology-related safety risks and build their resilience.

- This policy has been developed in line with DfE guidance '[Keeping Children Safe in Education](#)' 2021, '[Working Together to Safeguard Children](#)' 2018 and Staffordshire local authority safeguarding procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the Longdon Hall School community when using mobile devices and smart technology.
- Longdon Hall School recognises that safety when using mobile devices and smart technology is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using technology.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal 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 or images. The school will educate and support pupils to help them take responsibility to stay safe when using technology outside of school.
- This policy applies to pupils, 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 school.

This policy should read alongside:

- Outcomes First Group's Mobile Device Policy
- Outcomes First Group's Peer-on-peer abuse policy
- Outcomes First Group's Data Protection policy
- Outcomes First Group's Web Filtering policy
- Outcomes First Group's Staying Safe Online
- The school's Anti-bullying policy

- The school's Whistle blowing and complaints policy
- The school's staff behaviour policy/ Group Code of Conduct & Ethics (CoCE)
- [DfE guidance on Teaching Online Safety in Schools](#)
- [DFE Guidance on Sharing nudes and semi-nudes advice for education settings working with children and young people](#)
- [DFE Guidance on Searching, Screening and Confiscation](#)

2.0 Safe use of mobile and smart technology expectations

- Longdon Hall School recognises that use of mobile and smart technologies is part of everyday life for 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 school 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.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms or toilets.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community; any breaches will be dealt with in line with the school's anti-bullying, behaviour and safeguarding policies.
- All members of the school community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or safeguarding policies.

3.0 Mobile phones and devices provided to staff

- Where contact with pupils or parents/carers is required, members of staff will be issued with a work phone number in addition to their work email address.
- Staff providing formal remote learning will do so using *school* provided equipment in accordance with Outcomes First Group's Mobile Device Policy.
- 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 and/or pupils with prior permission.
- School mobile phones and devices will always be used in accordance with the Group's Mobile Device Policy and other relevant policies.
- Where staff and/or pupils are using school provided mobile phones and/or devices, they will be informed prior to use via Mobile Device Policy that activity may be monitored for safeguarding reasons and to ensure policy compliance.

4.0 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 Group and School policies and procedures, such as Safeguarding, Data Protection and confidentiality and the Code of Conduct & Ethics (CoCE) and Mobile Device Policy.

Staff are advised to:

- Keep mobile phones and personal devices in a safe and secure place (e.g. locked in a locker/drawer) during lesson time.
- Keep personal mobile phones and devices switched off or set 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 Head of School, such as in emergency circumstances.
- Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- 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 or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and the Head of School.
- Staff will only use equipment provided by the School (not personal devices):
 - to take photos or videos of learners in line with our image use policy.
 - to work directly with learners 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 devices with prior approval from the Head of School, following a formal risk assessment. Staff will follow clear guidance outlined in the Group's Mobile Device Policy.
- If a member of staff breaches this policy, action will be taken in line with the CoCE and Managing Allegations Policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or to have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the Local Authority Designated Officer or equivalent will be informed in line with the Group's Managing Allegations Policy.

5.0 Pupils use of mobile and smart technology

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal 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 as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources.
- Mobile phones and/or personal devices will not be used on site by learners
- Mobile phones or personal devices will not be used by learners 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 phones or devices for a specific education purpose does not mean that blanket use is permitted.
- Staff will only allow learners to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the School's Senior Leadership Team (SLT).

- Mobile phones or personal devices can be used by learners during break or free time, but any use must be in accordance with the school's anti-bullying and behaviour policy. If pupils breach our policies, this may be revoked.
- Pupils' personal devices and mobile phones should be kept safe and secure when on site, by handing in to staff on arrival to be stored in the classroom safe.
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone.
- Parents/Carers are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the Head of School. If a pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Head of School prior to use being permitted. Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school. Specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the pupil and/or their parents carers before use is permitted.
- Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with the Mobile Device Policy.
- Mobile phones and personal devices must not be taken into examinations or tests. Pupils found in possession of a mobile phone or personal device 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.
- Any concerns regarding pupils use of mobile technology or policy breaches will be dealt with in accordance with our existing policies.
- Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene any of the Schools or Group policies.
- Searches of mobile phone or personal devices will be carried out in accordance with the DFE's [Searching, Screening and Confiscation guidance](#). Pupils' mobile phones or devices may be searched by a member of SLT, with the consent of the pupils or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies. Mobile phones and devices that have been confiscated will be held in a secure place, the school office, and released to parents/carers when available to collect.
- Appropriate action, which may include sanctions and pastoral/welfare support, will be implemented in line with the School and Group policies.
- Concerns regarding policy breaches by pupils will be shared with parents/carers as appropriate unless this creates a risk to the child.
- Where there is a concern that a child is at risk of harm, we will respond in line with the School's Safeguarding Policy.
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

6.0 Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to take responsibility for any mobile equipment they bring onto site. They should be stored securely when not being used and locked with appropriate security settings (e.g. passcode/passwords/pin numbers).

- **Under no circumstances should a visitor allow a pupil to use their mobile device. All devices must be passcode/password/PIN protected and “locked” if left unattended.**
- Appropriate signage and information is in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with the Mobile Device policy and other associated policies, including Safeguarding.
- If visitors require access to mobile and smart technology, for example when working with pupils as part of multi-agency activity, this will be discussed with the Head of School prior to use being permitted.
- Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or Head of School of any breaches of the policy.

7.0 Policy monitoring and review

- Technology evolves and changes rapidly. Longdon Hall School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the school community will be made aware of how the school will monitor policy compliance: Through staff training and classroom expectations.

8.0 Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing policies and procedures as part of their induction and training.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- Staff, parents/carers and pupils are required to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents/carers and staff will be informed of our complaints procedure and staff will be made aware of the Whistleblowing Policy.
- If the School is unsure how to proceed with an incident or concern, the DSL (or a deputy) or Head of School will seek advice from the Regional Director.