

## St John's C of E VA First School

### **ELECTRONIC PERSONAL DEVICES POLICY**



'Together we have roots to grow and the wings to fly.'

This policy should be taken as part of St. John's C. of E. First School's overall strategy and is implemented within the context of our vision of Government aims and our values as a Church of England School.

#### Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	January 2024	Deputy Headteacher	January 2025

#### Ratification

Role	Name	Signature	Date
Chair of Governors	Claire Levene Plumb	CLAIRE LEVENE PLUMB	
Head Teacher	Teresa Gilbert	TERESA GILBERT	
DSL	Teresa Gilbert	TERESA GILBERT	

#### Details of Policy Updates

Date	Details
January 2023	Policy established and approved by governing body.
January 2024	Policy reviewed and minor amendments made.

## Statement of Intent

At St John's First School we are committed to ensuring the safety of children in our care. We recognise that mobile phones and other devices have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones in school could pose a risk to children and adults.

The enhanced functions of many devices are of most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. Personal devices can also cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

## Staff use of Personal Mobile Phones

St John's First School allows staff to bring in personal mobile telephones and other electronic devices for their own use.

- All staff must ensure that their mobile telephones or other personal devices they bring to school are stored away throughout contact time with children – either in a cupboard out of the reach of children or in a locker provided by the school. Personal devices stored in class cupboards must remain in there, switched off (silent) during teaching sessions.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time in areas where there are no children i.e. the school office or staff room.
- The use of mobile phones or other personal devices during contact time with pupils (in or out of class) is strictly forbidden. No member of staff should have such devices with them (including within pockets) whilst around children (in or out of class) except in circumstances where they have been granted permission by the Headteacher.
- No member of staff should use personal devices to take photos or videos within school or on school trips where children, staff, contractors, visitors or identifiable personal data can be seen. School I-Pads are available for this purpose.
- If a staff member has a personal emergency they are free to use the school's phone or make a personal call from their mobile in the office or staff room. Family members and other important contacts should be informed to make contact with the school office in an emergency.
- All staff need to ensure that the main office has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- No member of staff should use a personal device to contact a current pupil or parent/carer.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- If personal devices are used to access school data (e.g. email or other data stored within cloud based systems) the access to this must be restricted using a password or biometric system. No school data should be downloaded to the device.

## Staff use of Personal Laptops / Computers / Tablets

- No school data (including photographs) should be saved to a personal laptop / computer / tablet.
- For work that involves information about pupils or staff members, staff should either use a school device or the remote server access to the school network.

- Staff may use a personal laptop / computer / tablet to access school data held on cloud based systems. Access to such data must be restricted using a password or biometric system. No school data should be downloaded to the device.

### **Staff use of SMART Watches**

- Smart watches can be worn during the school day but the camera, voice recording, messaging and call services must be disabled.
- It is the responsibility of the staff member to ensure that this expectation is followed daily.

### **School Trips**

Carrying mobile phones on trips can help to ensure safety and improve communication for all members of the school. However, personal phones should not be used for any purpose other than school business for the duration of a trip. For example, contacting the school, other staff members and volunteers on the trip or the emergency services. Whenever possible, these calls should be made away from children.

Staff may also take mobile phones when undertaking local trips, such as local visits, walks and weekly swimming lessons. Again, for the purpose of ensuring safety and improving communication between staff.

### **Parents/Carers**

Parents/carers are able to use mobile phones to record and take photographs of school performances and other events, but are asked to respect the wishes of other parents and to only record / photograph their own child(ren). Under no circumstances must parents or carers share images or videos of other children on social media e.g. Facebook. Senior members of staff are always present at these events to monitor the recording taking place. It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher or DSL. Concerns will be taken seriously, logged and investigated appropriately.

### **Pupils**

St John's First School discourages pupils bringing mobile phones to school.

When a child needs to bring a phone into school, permission must be sought from a senior member of staff. The phone must be left in the school office at the start of the day and collected at the end of the day. If a child is found to have brought a phone into school the phone will be stored in the school office until the end of the day and the parent/guardian informed.

### **Visitors**

If visitors need to take photographs, as part of their work on the site, they must ask for school permission. E.g. Photograph of building work etc. If anyone working in, or visiting, the school needs to receive an urgent message they should give the school number to the person they are waiting to hear from.

Visitors and volunteers will also be expected to follow the expectations within this policy as noted for staff members.