



# Seamer and Irton CP School

## Mobile Phone and Smart Technology Policy



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Lead member of staff	Robert Webb
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### 1.0 Policy Statement

Seamer and Irton CP School places the safety of its pupils as its highest priority, including safeguarding children and young people when using mobile devices and smart technology at school. The use of such devices must be managed effectively in the learning environment. Pupils will be educated to take a responsible approach in the use of technology, inside and outside of school, to help them recognise and understand the risks and build their digital awareness and resilience.

The purpose of this policy is to safeguard and promote the welfare of all members of the Seamer and Irton CP School community with regard to the use of mobile devices and smart technology in the school environment and is fully endorsed by the school's governing body.

This policy applies to pupils, visitors, all staff, including the governing body, leadership team, teachers, support staff, external contractors, volunteers, and other individuals who work for, or provide services on behalf of the school. It applies to all mobile devices and smart technology on site; including, but not limited to, 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.

## 1.1 Policy Framework

The 2023 UNESCO report on [Global Education Monitoring Report 2023](#) found that the use of mobile devices in school can be harmful to children and young people's mental and physical wellbeing causing distraction from learning, risks to pupil privacy and cyber-bullying. Following these findings and DfE advice, [Mobile phone use in schools](#), the use of **personal mobile devices will not be allowed** by pupils, and staff will not use such devices in the presence of pupils.

This policy has also been developed in line with:

DfE guidance [Keeping children safe in education \(KCSiE\)](#);

[Working Together to Safeguard Children](#) (updated 2023);

[Searching, Screening and Confiscation 2022](#) (updated 2023) and

The school's *Safeguarding and Child Protection Policy*.

This policy should read alongside the school's:

- Online Safety Policy
- Data Protection policy
- Whistleblowing Policy
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Anti-bullying policy
- Positive Behaviour policy

DfE Guidance: [Teaching Online Safety in Schools](#) and [Sharing nudes and semi-nudes advice](#)

## 2.0 Safe use of mobile and smart technology expectations

**2.1** Seamer and Irton CP School recognises that the use of mobile and smart technologies is part of everyday life for pupils, staff, and parents/carers. The headteacher will share this policy with all members of the school community through the usual channels of communication eg. Staff meetings/memos, newsletter to parents, Governor meetings.

**2.2** 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.

**2.3** The sending of abusive or inappropriate messages or content via mobile phones or personal devices by any member of the school/ community is forbidden; any breaches will be dealt with in line with the school's anti-bullying, behaviour, and safeguarding policies.

**2.4** All members of the school community are advised to use passwords/PIN numbers/biometrics to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.

### **3.0 Pupils use of mobile and smart technology**

- 3.1 Personal electronic devices, including phones, smart watches and iPads, brought onto site by pupils must be switched off and handed in to the child's class teacher.** The devices will be stored by the class teacher until the end of the school day when pupils can collect them from the class teacher/teaching assistant.

The school will provide devices required for learning.

**Exceptional Circumstances** - If a pupil requires access to a personal device in exceptional circumstances, such as for medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted. The Headteacher will seek advice from the Clinical Team on this matter. Any arrangements regarding access to personal devices in exceptional circumstances will be agreed by the pupil and/or their parents carers before use is permitted.

- 3.2** If parents or carers need to contact the pupil during school hours, they should contact the school office on 01723 863489. If a pupil needs to contact their parents or carers whilst on site and this is deemed absolutely necessary, they will be allowed to use a school phone.
- 3.3** 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 through, but not limited to, our PSHE and Computing Curriculums.
- 3.4** Mobile phones and personal devices must not be taken into tests. Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an external test (eg. SATS) will be reported to the appropriate testing body. This may result in the withdrawal from either that examination or all examinations.
- 3.5** Where pupils' mobile phones or personal devices are used when learning at home, pupils should be supervised by the parent or carer.
- 3.6** Any concerns regarding a pupil's use of mobile technology or policy breaches will be dealt with in accordance with our existing policies.
- 3.7** This policy applies when pupils take part in off-site activities and trips. The pupil's personal device should be kept at the school and collected at the end of the school day as usual. Personal devices are not permitted on residential trips.

On occasions where a pupil is travelling directly to an external provider's site and not coming into school first, they must comply with the provider's arrangements regarding personal devices.

### **4.0 Searches, screening and Confiscation**

4.1 Any screening, searching and confiscation that is required in the school will be carried out in accordance with the DFE's [Searching, Screening and Confiscation](#) guidance.

4.1 The school does not currently use screening devices to check that pupils do not have devices or other prohibited items.

4.2 Only the Headteacher, or a member of staff authorised by the Headteacher, can carry out a search. The Headteacher can authorise individual members of staff to search for specific items. The Designated Safeguarding Lead (or deputy) should be informed of any searching incidents, and they should consider the circumstances of the pupil who has been searched to assess the incident against wider safeguarding concerns.

4.3 Pupils' mobile phones or devices may be searched by a member of the Senior Leadership Team, with the consent of the pupil or a parent/carer. If any content is found that contravenes any of the school policies, it will be dealt with appropriately in line with these policies.

If staff find any images data or files on an electronic device that they reasonably suspect are likely to put a person at risk, they must consider the appropriate safeguarding response:

- 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. The DSL (or deputy DSL) must be informed immediately
- If the data or files **are not** suspected to be evidence in relation to an offence, and 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, a member of staff may delete the data or files. The member of staff must inform the DSL and record the incident on CPOMs

4.4 At Seamer and Irton CP School, we are mindful that even if a pupil has handed in one mobile phone, they may have another mobile phone in their possession. The headteacher, or staff (that have been authorised) have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation searching, screening and confiscation in schools guidance regarding searching a pupil (July, 2022). [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](#).

Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate. If mobile phones or other electronic devices are seen being used on the school site, they will be confiscated and taken to the Main Office, placed in a named envelope, locked away and will need to be collected by a parent or carer.

Any form of misuse of a mobile phone will be dealt with as a serious breach and will be dealt with in line with the Positive Behaviour Policy.

**4.5** Where there is a concern that a child is at risk of harm, the School will respond in line with the School's Safeguarding Policy. If a child or young person is at risk of immediate harm, staff must inform the police straight away.

**4.6** Concerns regarding policy breaches by pupils will be shared with parents/carers as appropriate unless this creates a risk to the child. Appropriate action, which may include sanctions and pastoral/welfare support, will be implemented in line with the School and Group policies.

## **5.0 Staff use of mobile and smart technology**

**5.1** Members of staff will only use mobile and smart technology devices during break times and when not in the presence of pupils. Their personal devices, including mobile phones, must be out of site at all times whilst pupils are present.

If staff need to provide daytime contact details for emergency purposes, they should provide the school office number.

**5.2** Staff will use mobile and smart technology in accordance with the law, DFE guidance and the relevant school policies, such as Safeguarding and Child Protection, Data Protection and confidentiality and the Code of Conduct.

## **6.0 Mobile phones and devices provided by the school**

**6.1** Devices and equipment required for teaching, learning, contacting parents/carers, medical or for safety reasons, will be provided by the school and must be used in accordance with the all relevant policies.

**6.2** Staff providing formal remote learning will do so inline with the remote education policy, Code of Conduct Policy and all other policies listed in section 1.1 of this policy.

**6.3** 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.

**6.4** Where staff and/or pupils are using school provided devices, they will be informed prior to use via that activity may be monitored for safeguarding reasons and to ensure policy compliance.

**6.5** Staff will only use equipment provided by the school (not personal devices):

- to take photos or videos of learners
- to work directly with learners during lessons/educational activities.

(unless authorised by the headteacher. In these instances, staff must transfer images to a school device or platform and delete the images or videos from their personal device as soon as possible).

**6.6** Staff are reminded that mobile phones and smart devices are not permitted to be used in specific areas on site: toilets, areas where children are getting changed, any areas where a member of staff is alone with a pupil.

## 6.7 Staff are advised to:

- Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- 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 will be informed in line with North Yorkshire's managing Allegations against staff procedures (see safeguarding and child protection policy).

If a member of staff breaches this policy, action will be taken in line with the Code of Conduct and safeguarding and child protection policy.

## 7.0 Visitors' use of mobile and smart technology

- Visitors are not permitted to use mobile phones, smart watches or other smart technology on the school premises.
- Mobile phones should not be visible.
- If required for emergencies or as part of a visitors' duties, the use of mobile phones may be permitted in designated staff only areas following a discussion with the headteacher or member of the safeguarding team.
- **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 information is provided to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- 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 Headteacher prior to use being permitted. 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 inform the DSL or Headteacher of any breaches of the policy.

## 8.0 Policy monitoring and review

- Technology evolves and changes rapidly. This policy will be reviewed 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 via staff training, school curriculum, classroom management, liaison with our network managers (SMD Solutions).

## 9.0 Responding to policy breaches

- All members of staff 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.
- Should any mobile/smart device related incidents occur, staff must prioritise the pupil's immediate safety. They must remain professional and adhere to all safeguarding and confidentiality procedures.
- The DSL or deputy must be informed immediately. This must be done verbally and then followed up **on the same day** and documented on CPOMs.
- On receipt of the information, the DSL must consider all information and follow the school's usual safeguarding procedures.
- **If there is suspicion that pupil's personal device or mobile phone contains or may provide evidence relating to a criminal offence, the device must be confiscated and handed over to the police for further investigation. (Please also see 4.3)**
- 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/Deputy or Headteacher will seek advice from the North Yorkshire's Professional Consultation Line: **01609 535070**