



## SANDBROOK PRIMARY SCHOOL

### MOBILE DEVICES POLICY

Date Adopted	May 2013	Version	1.0
Last Reviewed		Review Cycle	ANNUAL
Revision history	NEW POLICY		
Author /owner	Headteacher		

#### **POLICY:**

It is our policy to safeguard the well-being of children and adults at Sandbrook Primary. It is therefore our policy to restrict and /or risk-assess the use of mobile technologies in school.

#### **SCOPE:**

**This policy applies to pupils, staff and visitors at Sandbrook Primary School.**

#### **EFFECTIVE DATES:**

**Effective from May 2013**

#### **RESPONSIBILITIES**

##### **HEADTEACHER is responsible for:**

- ensuring that suitable procedures are in place to safeguard the well-being of staff and pupils;
- ensuring that there are suitable induction procedures for all staff;
- ensuring that all visitors are made aware of the limitations on Personal Mobile Devices (PMDs) usage in school;
- ensuring that there is compliance to the policy;
- ensuring that all staff understand that the school will not accept liability for loss or damage of PMDs in school;
- taking any necessary disciplinary action in cases where the policy has not been followed.

##### **ALL STAFF are responsible for:**

##### **1 Maintaining the privacy of their PMDs.**

In practice, this means:

- PMDs must not be used for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) during lesson time;
- PMDs MUST NOT be used to take photographs for school use eg children's work / photographs of children;

- PMDs MUST NOT be used to contact parents or carers;
- PMDs must be stored out of sight during lesson time and meeting time;
- PMDs must always be switched off or on silent mode during class time and meeting time unless permission has been granted in advance by senior staff;
- PMDs on the school site must not contain any illegal or inappropriate content.

**2 Ensuring that children and other visitors**, including parents/carers do not use PMDs in ways that may put children or staff at risk eg taking photographs without consent.

**3 Ensuring that children's PMDs are handed in** and stored securely until home-time.

**4 Bringing any issues or concerns about a colleague's use of PMDs to the SLT.** (Whistle-blowing in relation to child protection / safeguarding)

## **VISITORS**

All visitors, including contractors, are responsible for following requests and guidance about PMD-usage on the school site.

## **CHILDREN**

Children are responsible for handing PMDs to their class-teacher for safe-keeping until home-time.

## **RATIONALE/BACKGROUND**

This document works in conjunction with:

- Sandbrook Safeguarding Policy and Procedures
- Managing Allegations Against Staff
- Staff Disciplinary Policy
- Whistleblowing Policy and Procedures
- E-Safety Policy
- Data Protection Policy