



Inspire Learning, Ignite Curiosity

Marlow C of E Infant School Mobile Technology Policy 2024

Then God said, “Let us make humankind in our image, in our likeness”

Genesis 1:26

Rationale

At Marlow Church of England Infant School our curriculum aim is to inspire learning and ignite curiosity, within a welcoming Christian and spiritual community.

This bible verse above underpins our Christian vision. It tells us that every individual is created in God's image and so this leads us to conclude that everyone is precious and valuable. As a result of this we focus on treating everybody with respect and dignity because we acknowledge their God given value and unique identity.

To help us achieve our vision we concentrate on:

- Embracing the uniqueness of everybody and being inclusive of all
- Empowering all to be enthusiastic learners
- Ensuring that every child feels nurtured, supported and safe
- Enriching learning through progressive teaching methods and technology
- Being responsible to and for society
- Being good citizens of the planet
- Embodying a Christian and spiritual community
- Being guided by our values of respect, kindness, perseverance, forgiveness, thankfulness and service

As a school we support the rights of children and these rights are encompassed in UN Convention of the Rights of the Child. This policy focuses on helping to realise Article 19: *You have the right to be protected from being hurt and mistreated, in body or mind* and Article 28: *You have the right to a good quality education*.

Aims

At Marlow C of E Infant School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Technology Policy is to allow users to benefit from communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile/smart watch user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones, smart watches and other mobile technology are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones, smart watches and other mobile technology that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones, smart watches or other mobile technology on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should be read in relation to the following documentation:

- Child Protection Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Online Safety Policy

Code of conduct for the use of mobile phones, smart watches and other mobile technology

This code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus, creating a strong morale and sense of commitment leading to increased productivity. This mobile technology policy will be included as part of the Staff Code of Conduct as well as being a standalone policy.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones and other mobile technology including the wearing and use of smart watches within the setting, which is agreed to by all users:

Personal Mobile Devices - Staff

- Staff are not permitted make use of their mobile devices during contact time with children. Emergency contact should be made via the school office.
- Staff should have their mobile devices on silent or switched off and out of sight (e.g. in a drawer) during class time.
- Mobile devices should not be used in a space where children are present/or use during the school day (eg. classroom, hall, playground).
- Use of mobile devices should be limited to non-contact time when no children are present e.g. in office areas, staff room
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and the phone can be left with the office staff to answer and relay a message or the Headteacher will organise for the member of staff to be released to take the call.
- Staff are not at any time permitted to use recording equipment on their mobile devices, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as school mobiles, cameras and tablets.
- Staff should report any usage of mobile devices that causes them concern to the DSL, Line Manager or Headteacher.

Smart Watches - Staff

- Smart Watches should be either switched off or the Bluetooth/connection disabled whilst in work and should only be enabled during non-contact time and not in the vicinity of children

Other Mobile Technology

- Other mobile technology should be either switched off or silenced whilst in work and should only be used to send or receive messages during non-contact time and not in the vicinity of children.
- The use of Bluetooth trackers is not permitted at any time.

Mobile Phones for work related purposes

We recognise that mobile phones and other mobile technology provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of or filming children).
- Mobile phones should not be used to contact parents during school trips – all relevant communications with parents at home should be made via the school office, or with parents on the school trip using the school mobile.
- Where parents are accompanying school trips they are informed not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of or film children.

Personal Mobile Devices/Smart Watches - Pupils

We recognise that mobile phones and other mobile technology are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. Children of infant school age generally do not have their own mobile phone and but it is good practice to make provision in this policy should there be an incidence of a child at the school having their own mobile phone or smart watch. We recognise that mobile phones or smart watches can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones or smart watches at school or on trips
- Mobile phones/smart watches brought to school without permission will be confiscated and returned at the end of the day.

Volunteers, Visitors, Parents/Carers, Governors and Contractors

All Volunteers, Visitors, Parents/Carers, Governors and Contractors are expected to follow our mobile technology policy, as it relates to staff, whilst they are on the school premises. Volunteers will be expected to leave their mobile phones in the school office on arrival at school, a lockable cupboard will be available for storage of such devices. On arrival, visitors to the school will be informed of our expectations around the use of mobile phones or smart watches. This is done via a poster above the Inventory sign in unit and visitors are asked to acknowledge that they have read the information on the poster.

We do allow parents/carers to photograph or video school events such as shows or sports days using their mobile phones – **but insist that parents do not publish images (e.g. on social media)**

Please refer to the schools [Photography and Filming Policy](#)

Dissemination

The mobile technology policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Date reviewed: September 2024

Review Date: September 2027