

## Introduction

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the pupils / students, staff and wider school community understand that the primary purpose of having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. The mobile technologies policy should sit alongside a range of policies including but not limited to the Safeguarding Policy, Bullying Policy, Acceptable Use Policy, policies around theft or malicious damage and the Behaviour Policy. Teaching about the safe and appropriate use of mobile technologies should be included in the online safety education programme.

## Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Students now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, schools not only have the opportunity to deepen student learning, but they can also develop digital literacy, fluency and citizenship in students that will prepare them for the high tech world in which they will live, learn and work.

## Considerations

There are a number of issues and risks to consider when implementing mobile technologies, these include; security risks in allowing connections to your school network, filtering of personal devices, breakages and insurance, access to devices for all students, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership

Schools may consider implementing the use of mobile technologies as a means of reducing expenditure on school provided devices. However, it is important to remember that the increased network management costs and overheads involved in implementing this properly are likely to counterbalance or outweigh any savings.

The use of mobile technologies brings both real benefits and challenges for the whole school community – including teachers - and the only effective way for a school to implement these

successfully is to involve the whole school community from the outset. Before the school embarks on this path, the risks and benefits must be clearly identified and shared with all stakeholders.

- The school Acceptable Use Agreements for staff, pupils/students and parents/carers will give consideration to the use of mobile technologies

The school allows:	<i>School Devices</i>			<i>Personal Devices</i>		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device <sup>1</sup>	Pupil/Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes / No <sup>2</sup>	Yes / No <sup>2</sup>	Yes / No <sup>2</sup>
Full network access	Yes	Yes	Yes			
Internet only						
No network access						

- **The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices (delete / amend as appropriate):**
  - All school devices are controlled through the use of Mobile Device Management software
  - Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g Internet only access, network access allowed, shared folder network access)
  - The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
  - For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted
  - Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user *All school devices are subject to routine monitoring*
  - *Pro-active monitoring has been implemented to monitor activity*
- *When personal devices are permitted:*

<sup>1</sup> Authorised device – purchased by the pupil/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school

<sup>2</sup> The school should add below any specific requirements about the use of personal devices in school, e.g. storing in a secure location, use during the school day, liability, taking images etc

- *All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access*
- *Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school*
- *The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)*
- *The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues*
- *The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Pass-codes or PINs should be set on personal devices to aid security*
- *The school is not responsible for the day to day maintenance or upkeep of the users personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues*
- **Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements, in addition;**
  - **Devices may not be used in tests or exams**
  - **Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements**
  - **Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network**
  - **Users are responsible for charging their own devices and for protecting and looking after their devices while in school**
  - **Personal devices should be charged before being brought to school as the charging of personal devices is not permitted during the school day**
  - **School devices are provided to support learning. It is expected that pupils/students will bring devices to school as required.**
  - **Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.**

- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted
- The software / apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The school will ensure that school devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to students on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos will be deleted immediately
- *Printing from personal devices will not be possible*

- **Mobile phones in school**

- Staff

- The following guidelines are taken from the Devon Children's safeguarding Board and should be adhered to at all times. Failure to follow these rules could result in disciplinary action.
- Mobile phones should be kept out of sight at all times and must not be used other than in specified areas of the school.
- Mobile phones can be used in the staff room, any urgent or private calls can be made in the Headteachers or administrator or office.
- If you are expecting an urgent call please inform the office staff who can facilitate this.
- Mobile phones must not be kept in Early years (foundation stage) area of the school.

- **Visitors**

- In line with guidance from the Devon Safeguarding Children's Board:
- We would ask all visitors to be aware that mobile phones are not to be used on the school premises and are placed safely in a bag or pocket.
- If you should need to take an urgent phone call, you will be asked to leave the premises to do so.
- If at any time the school allows visitors to use their phone to take a photograph of your child, full permission will be given by a member of staff at the time (eg. School plays etc)
- Failure to comply with the above could lead to you being asked to leave the school premises.
- If you have any queries relating to the above please ask to speak to a member of the Safeguarding team.
  - **Safe Guarding is everybody's responsibility**

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