Birches First School
Mobile Technologies Policy (inc. BYOD/BYOT)

I

The absolute key to considering the use of mobile technologies is that the pupils, 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. This mobile technologies policy sits alongside a range of polices including but not limited to the Safeguarding Policy, Bullying Policy, Acceptable Use Policy, policies around theft or malicious damage and the Behaviour Policy.

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.

Procedure

All personal mobile phones and cameras belonging to staff will be kept in an area designated by the Headteacher (Bags/Cupboards). Mobile phones must not be on display at any time. Mobile phone calls/texts may only be taken whilst during breaks in the staffroom or empty classrooms. Accessing any social networking sites is prohibited whilst at Birches First School. Any emergency calls can be made to and from the school land line.

The following must be adhered to:

- Staff are not to use mobile phones during lesson times;
- Staff can have access to a mobile phone when they escort children off the premises e.g. on an educational visit;
- Visitors/contactors must not use their mobile phones in school in the presence of children;
- Children may have their photographs taken to provide evidence of their achievements and development on school devices only.
- Staff, visitors, volunteers and students are not permitted to use their own mobile phones or devices or take or record any images of children during school times;
- Under the Data Protection Act, parental consent is obtained to take photographs and make video recordings;
- The school's digital cameras/ memory cards do not leave the school setting. Photos are printed in the setting by staff or uploaded onto the school's storage area (Y drive) and images then removed from the camera's memory.
- Photographs may be taken throughout the day and across all areas of the curriculum;
- Photographing and recording events such as sports day, Christmas and PTA events is discouraged but where parents choose to do this, it is always in full view of all attending. We ask that any photographs and recordings are not uploaded to any social media websites;

- On occasion, we take photographs of the children taking part in an activity to advertise/ promote our school (e.g. website). Specific parental permission is obtained.

During visits, staff may have use of their mobile phone strictly for the use of keeping in contact with other colleagues and for making or receiving emergency personal calls.

In school and on visits only images can be taken and stored on the designated school camera or Ipad. They must be downloaded as soon as possible, ideally once a week. Photographs can be taken to record a child's progress, for internal use and occasionally used for external publication (on this occasion written permission will be required beforehand from a parent) (See pupil restriction list). Staff are prohibited to use personal cameras in school and during outings.

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

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 and parents/carers will give consideration to the use of mobile technologies
- The school allows:

	School Devices			Personal Devices		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device[1]	Pupil owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	No	Yes	Yes
Full network access	Yes	Yes	Yes	No	Yes	No *
Internet only						

*anyone who wishes to use the schools wifi must seek permission from SLT/Kerrie Cain

- The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices:

- o All school devices are controlled though the use of Mobile Device Management software
- o 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)
- o 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
- o For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted (Senso monitoring)
- o Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user – this is done through Concero.
- o All school devices are subject to routine monitoring
- o Pro-active monitoring has been implemented to monitor activity through monitoring software.

- When personal devices are permitted – staff and visitors only:
  - o All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access
  - o 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 as does the liability for any loss or damage resulting from the use of the device in school
  - o 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)
  - o 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
  - o 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
  - o 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;
  - o Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements
  - o 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
  - o Users are responsible for charging their own devices and for protecting and looking after their devices while in school

- o Personal devices should be charged before being brought to school as the charging of personal devices is not permitted during the school day
- o Devices must be in silent mode on the school site and on school buses
- o 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.
- o 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
- o 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.
- o Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use.
- o 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
- o Devices may be used in lessons in accordance with teacher direction
- o Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances

Visitors on site

It is difficult for visitors to relinquish their phones when on site, but Birches First School would prefer visitors to keep mobile phone calls to a minimum and to use mobile phones only in the staffroom and off school premises.

Visitors are not permitted to record or photograph the children anywhere on the premises or grounds by any means unless permission has been sought from the Headteacher.

Staff will monitor all visitors to ensure this is not breached.

Equal Opportunities, Safeguarding

This policy endeavours to follow these guidelines -

- Equal Opportunities and Race Equality
- Special Educational Needs and Inclusion
- Able Pupils
- Dyslexia Friendly
- Disability Equality Scheme
- Keeping Children Safe in Education 1/9/20
- Safeguarding

At all times and in all circumstances, teachers and other staff are responsible for safeguarding the welfare of all pupils.

At Birches First School we adhere to guidelines set out in the "Working together to safeguard children" and "Prevent" documents.