Kesh Primary School

and

Kesh Community Nursery

Use of Mobiles and Digital Devices

Reviewed in: November 2021

Ratified by the Board of Governors on: 18th November 2021

Next Review in: November 2024

Use of Mobiles and Digital Devices Policy – Kesh Primary School

Code of Safe and Acceptable Practice

At Kesh Primary School the welfare and well-being of our pupils and staff is paramount. The aim of the Use of Mobile Phones and Digital Devices Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable digital device user guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones 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.

Code of Conduct

A 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. 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 however an agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

Personal Mobiles – Staff

• Staff are not permitted to make/receive calls/texts/engage on social media during contact time with children or whilst carrying out school duties (preparing work, photocopying, marking etc.)
School related calls should be made via landlines located in each classroom and/or via the school office.
. If you are in a location where communication is not possible (e.g. School Trip/Sporting event) staff should carry mobile phones for emergency use only.
• Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag) during class time.

• Mobile phones should not be used for any purpose in a space where children are present (e.g. classroom, corridor, playground).
• Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
• Staff must security protect access to their phone.
• Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Principal aware of this so exceptions can be made.
• Staff are not at any time permitted to use recording equipment on their mobile phones without consent, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
• Staff should report any usage of mobile devices that causes them concern to the Principal.

Mobile Phones for work related purposes

We recognise that digital devices provide a useful means of communication during off-site activities.
However, staff should ensure that: -
• Mobile use on these occasions is appropriate and professional
• Mobile phones should not be used to make contact with parents during school trips unless in an emergency situation – all non-emergency communications should be made via the School Office were possible.
• When parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Use of the School ICT Equipment and Internet Infrastructure

• EMAIL: I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Board of Governors. I will use the approved C2k secure e-mail system for school business. I will ensure that all electronic communications with staff are compatible with my professional role.

• PASSWORDS: I will comply with the C2K UICT system security and not disclose passwords provided to me by the school or other related authorities.

• DATA PROTECTION: I will not give out personal details e.g. mobile phone number/personal e-mail/School e-mail address to pupils or to parents to conduct any school related business. I will ensure personal data is kept secure and used appropriately, whether in school, taken off school premises or accessed remotely. Personal data will only be taken out of school or accessed remotely when authorised by the Principal. Such data must be encrypted. Images of pupils/staff will only be taken, stored and used for professional purposes online using a school iPad. Images will not be

distributed outside the school network without the permission of the parent/carer, member of staff or Principal.

- C2K INSTALLATION: I will not install any hardware or software on the C2K system without permission from the E-Safety team.

- USE OF INTERNET AND DEVICES: I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory on the C2K system or iPads. I understand that my use of the Internet and other related technologies can be monitored and logged and can be made available, on request. I will respect copyright and intellectual property rights.

- I will support and promote the school's Digital Safeguarding and Data Protection policies and help pupils to be safe and responsible in their use of ICT and related technologies.

Signed _____   Chairman of Board of Governors

_____ Principal

Date: 18th November 2021

Involved in the consultation of the policy - All members of the teaching staff
Shared with staff – November 2021
Review Date – November 2024

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