

# ASHTON GATE PRIMARY SCHOOL



## MOBILE DEVICES POLICY

Mobile devices, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile devices on site and during off-site visits including residential trips and sporting fixtures. This includes Ashton Gate Primary School staff, Governors, children, parents/carers and visitors.

### Camera Mobile Devices

It is recognised that it is the enhanced functions of many mobile devices and tablets that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images of pupils/staff to other mobile device users or email addresses or social media which could result in bullying or harassment.

It is also recognised that mobile devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

### Staff Policy

Staff use of personal mobile devices during their working day should be:

- outside of their directed, teaching time
- discreet and appropriate e.g. not in the presence of pupils

Mobile devices should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards and not seen on teacher's desks. The school cannot take responsibility for items that are lost or stolen.

If a member of staff needs to make telephone contact with a pupil/parent, they should use a school telephone.

Staff should never send to or accept, from colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead following safeguarding procedures and the School's Code of Conduct.

Staff are permitted to use their mobile devices when participating in off-site visits and sporting fixtures for the sole purpose of making calls in an emergency. Staff are permitted to use their mobile devices when on a residential visit for their own personal use only when they are not in the presence of pupils.

With regard to camera devices or other electronic devices that have the capability of taking still or moving images, a member of staff should never use their own personal device to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff and the school. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Disciplinary policy and associated procedures.

### **Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile device to school if they walk to and from school without adult supervision, Ashton Gate Primary does not permit pupils bringing mobile devices in year groups below Year 5 & 6.

When a child needs to bring a device into school, the device must be given to the class teacher at the start of the day (from 8.30 a.m.) and it will be returned to them at the end of the day. Devices should be clearly marked so that each pupil knows their own device. Parents are advised that Ashton Gate Primary accepts no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be using a mobile device, the device will be confiscated from the pupil and passed to a member of the Senior Leadership Team. The pupil may collect the device at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects it from a Senior Leader.

Pupils are not permitted to use their devices whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile device of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader.

Should a pupil be found to be using their device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a device into school. Pupils are not

entitled to log on to the school network using their mobile devices or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via device or email.

### **Acceptable Use Agreements**

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Device Acceptable Use Agreement before being allowed to bring their mobile device to school. The agreement can be found here: <https://forms.office.com/r/1PPGahfsP2>.

All pupils are required to sign an Acceptable Use Agreement as part of their learning in computing and the wider curriculum. This agreement sets out the acceptable use of the school tablets and other school-based electronic devices and the associated protocols.

### **Parents, Visitors and Volunteers Policy**

Parents, visitors, volunteers and Governors are not permitted to use their mobile devices in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile device or any other electronic device to photograph pupils or make video recordings anywhere on the school site or when accompanying pupils on off-site visits or at sporting fixtures.

Parents are permitted to take photos and videos at class assemblies, plays and sports days but they are reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and must not be shared on any form of social media.

Date - September 2025

Review Date – September 2028

**Appendix 1**

Acceptable Use of Mobile Devices Agreement

Parent/Carer Permission

I have read and understood the above information about appropriate use of mobile devices at school and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identifying a device should the need arise (e.g. if lost, or being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately as outlined in this document.

I understand that Ashton Gate Primary School accepts no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

Parent/Carer Name (Print): .....

Pupil Agreement

I have read and understood the above information about appropriate use of mobile devices at school.

I understand that I must give my mobile device to my class teacher at the start of the day and it will be returned to me at the end of the day.

I understand that I must not use my mobile device whilst I am in school.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

Pupil Name (Print): .....

Mobile Phone Number: .....

Date: .....