

	Name of School	St Thomas Becket RC Primary School
	Policy review Date	October 2020
	Date of next Review	October 2021

Acceptable Use Policy: Mobile Phones & Smart Technologies

Rationale:

We recognise the importance of mobile digital technology in everybody's life and at St Thomas Becket School, we aim to equip our pupils with the skills, understanding and resilience to thrive in a digital world. The safety and well-being of our pupils and staff is paramount and our curriculum and policies aim to support a safe space where learning can thrive.

We provide pupils with a comprehensive computing curriculum that teaches them how to use technology effectively for creative, productive and communicative purposes. We provide a range of devices to enable all pupils to achieve this outcome.

Our online safety policy teaches pupils how to become considerate, competent and resilient consumers and producers of online content.

All pupils, staff, governors, parents and visitors are asked to sign acceptable use policies to ensure that safe and considerate of technology whilst at school.

With regards to mobile phones and other smart, digital devices:

Staff

- Personal mobile telephones/tablets/smart devices that are brought into St Thomas Becket School must not have any inappropriate or illegal content on the device.
- Staff are allowed to wear smart devices such as a smart watch but must not use them to take photos or make calls during contact time with the children.
- All staff must ensure that their mobile telephones/tablets are left inside a closed area such as a cupboard or drawer, throughout contact time with children.
- Mobile phones/tablets must not be used to take any pictures within the school.
- Mobile phones/tablets should not be used to access social media during contact time with the children. This includes school trips. (see Educational Trips policy)
- Mobile phones/tablets may only be made during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the school office.
- If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff. Staff may have their phone about their person in a case of an emergency with permission from the headteacher.
- Staff will need to ensure that the school office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Parent helpers and volunteers

All parent helpers and volunteers will be requested to place their bag containing their phone in a cupboard or out of sight and asked to take or receive any calls in the staff room or outside the premises. including wearable devices.

School trips and outings

- Staff are asked to bring their mobile phone with them on school trips for emergency contact with the school.
- Staff must not use their mobile phone to take pictures of the children.
- Staff should not give their personal phone number to parents. The school phone number should be provided instead.
- Parents are asked to bring their mobiles for trip emergency use only. Parents are asked not to use their mobile for social / work calls, texts or communication via social media for the duration of the trip. The parent needs to be always aware of their responsibility for the children in their group. (Educational Trips policy)

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head teacher. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.