

## Libra School

### Mobile Phone and Electronic Devices Safety Policy

Date	Review Date	Coordinator	Director
05.03.18	05.03.19	Kirsty Crosby	Joan Wilkes

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise personal communication through mobile technologies is now an accepted part of everyday life and we acknowledge that we have a duty to ensure that mobile phones, portable media players and digital cameras are used responsibly at this school. This policy covers the use of mobile phones, electronic devices including tablets/iPads (but not laptop or netbook computers) by pupils, by school visitors but also by staff.

We believe that **pupils** should not bring their mobile phones or electronic devices into school without express permission from the Headteacher. This is to prevent against: potential disruption in lessons, the possibility of theft / loss / damage, in addition to the risk associated with technology as well as safeguarding and child protection issues. This rule ensures that all pupils are treated fairly. However, in the event that permission is given, the pupil must hand in their mobile phone or electronic devices to the school office as soon as the pupil arrives into school. If a pupil breaks this rule, we will be in contact with their parents / carers/ member of staff.

We are aware that for our day pupils, particularly for those who face a long taxi ride to and from school, that parents may wish their child to have a mobile phone. It is natural for a parent to be concerned about their child's welfare and want reassurance as to their safety, however; even in these situations, the pupil must surrender their phone at the start of the day and collect it at home time.

Our school hosts a number of **visitors** that are connected to child welfare, support and education. On occasion, parents and carers of our pupils are also invited to the school for educational meetings, open days and seasonal events. At these times, we believe that a shared responsibility exists for visitors to refrain in using their mobile phones or electronic devices on school premises. This applies to the making or the receiving of phone calls and most importantly; for the taking of photographs.

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During the school day **staff** are not permitted to use their mobile phones. It is unacceptable for staff to check or use their phones whilst supporting in lessons, or even to make use of them in break or lunch times this includes making calls, checking messages, accessing the internet. Due to the nature of our school and the high degree of adult to pupil support, it is unprofessional for staff to need to consult their mobile phone or electronic devices at all in the school day. In the event that staff need to act in emergency situations, or need to be contacted urgently, phone calls should be passed through the school office.

The use of phones whilst driving (either your own or the company's fleet) is prohibited.

There is a known increase in the misuse of technology, specifically cyber bullying, which can be used to intimidate and threaten; sometimes with fatal consequences. We interpret cyber bullying as the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, staff and parents / carers understand what it is and how it can be prevented. (See Anti-cyber Bullying Policy)

We believe this policy is suitable and fitting for our school and has been generated with the pupil's knowledge and understanding. We wish to continue to work with the School Council and hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims & Objectives**

- To ensure mobile phones or electronic devices are not misused by pupils, school staff, parents and school visitors.
- To ensure the safe and acceptable use of mobile phones or electronic devices.
- To work with other schools and the local authority to share good practice in order to improve this policy.

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### Responsibility for the Policy and Procedure

#### Role of the Headteacher

The Headteacher will:

- implement this policy;
- ensure that all school staff are aware of the policy
- appoint a member of staff to be responsible for IT
- ensure that the school complies with all equalities legislation
- ensure funding is in place to support this policy
- ensure this policy and all policies are maintained and updated regularly
- ensure all policies are made available to parents
- involve the School Council in the development, approval, implementation and review of this policy
- liaise with the coordinator annually to report on the success of this policy and amend accordingly

#### Role of the Coordinator

The coordinator will:

- lead the development of this policy and all linked policies throughout the school;
- work closely with the Headteacher and Directors;
- ensure all pupils are aware of the following tips regarding mobile phone safety:
  - Remember if you are being bullied it isn't your fault and there is nothing so awful that you can't speak to someone about it.
  - Talk to a trusted adult at home or at school.
  - Don't reply to any nasty messages you receive.
  - Don't reply to a text from someone you don't know.
  - Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive.
  - Don't answer calls from withheld numbers or numbers you don't recognise, let it go to voicemail.
  - Block numbers from people who are sending you nasty messages.
  - If you are bullied repeatedly can change your number.
  - Don't give your mobile number to someone you don't know.
  - Don't send pictures to someone you don't know.
  - If the problem is serious you can report it to the police or Childline (Safety Net) <https://www.safety-net.org.uk/>
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- review and monitor;
- work with the Headteacher annually to report on the success of this policy and amend accordingly.

#### Role of School Staff

School staff will:

- comply with this policy;

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- be aware of all other linked policies;
- comply with all aspects of this policy;
- not use their mobile phones or electronic devices during the school day except at break times and lunchtimes;
- inform family members that in the case of an emergency that they can be contacted through the school day via the school office;
- be allowed only to use their mobile phones or electronic devices throughout the school day in the case of a personal emergency;
- switch off their mobile phones or electronic devices during lesson times;
- keep their mobile phones or electronic devices securely stored;
- not send or receive texts in classrooms;
- not use their camera phones at any time;
- not use their camera phone to photograph a pupil;
- not send or receive inappropriate texts or images;
- not allow a parent or a pupil to photograph them on a mobile phone;
- not give out their mobile telephone number to parents or pupils;
- use the school telephone to contact a parent and not use their mobile phone;
- not store parents or pupils telephone numbers on their mobile phones;
- be issued with the school mobile phone when attending an off-site educational visit;
- not use the school mobile phone for private use;
- give mobile phone or electronic devices safety advice as part of the school's 'Keeping Safe' awareness training to all pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Children**

Children must:

- be aware of and comply with this policy;
- be aware of and comply with this policy;
- must not bring their mobile phones to school;
- be given sanctions if they:
  - bring their mobile phone or electronic devices into school without permission;
  - take images of others without their consent
  - display inappropriate material;
  - send harassing or threatening text messages
- bring their mobile phones to school in the case of an emergency and with the permission of the Headteacher;
- be allowed to take their mobile phones or electronic devices on residential visits of more than one day;
- receive mobile phone or electronic devices safety advice which is part of the school's 'Keeping Safe' awareness training for all pupils. Mobile phone safety advice states:

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- Mobile phone number - only share this with friends and people you trust
  - Phone security - never loan your phone and when not in use lock your phone with a PIN code
  - Bluetooth - keep this switched off when your phone is not in use
  - Text, photograph or video - think carefully when you send a text, photograph or video
  - Advice - always ask for advice if you receive a text, photograph or video that upsets or concerns you
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
  - liaise with the school council;
  - take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Senior Leadership team;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Senior Leadership team.

### **Role of Parents**

Parents must:

- be aware of and support this policy;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school
- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- not use their mobile phones on school premises for the making or the receiving of phone calls and especially for the taking of photographs;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Training for School Staff**

All school staff:

- have equal chances of training, career development and promotion
- receive training on this policy on induction:
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications
- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Risk assessment of the use of the school mobile phone when on an educational visit at home or abroad
  - Anti-cyber bullying
  - Acceptable Use
  - Internet Social Networking Websites

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- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### Records

- Records will be kept in a uniform and systematic way.
- Records of incidents will be used to effectively track children through school;
- Records will be kept in a central log in order to build up a picture of concerns of individual children and in identifying patterns of behaviour;
- Parents are informed of all events and what actions have been taken.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations, IEP and PEP meetings
- school events
- meetings with school staff
- communications with home such as newsletters

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.

### Linked Policies

Anti-cyber bullying	Internet Social Networking Websites
School Security	Acceptable Use

<b>Headteacher:</b>	Joan Wilkes	<b>Date:</b>	05.03.17
<b>Deputy Head:</b>	Kirsty Crosby	<b>Date:</b>	05.03.17

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### Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Mobile Phone and Electronic Devices</b>	Yes stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Children	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	yes	yes	yes	yes	yes	yes	yes

Question	Equality Groups																		Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
		✓			✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓			

**Conclusion** We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Kirsty Crosby	05.03.18	Joan Wilkes	05.03.18

**Libra School**  
**Policy Evaluation**

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	x			
• Policy in line with current legislation	x			
• Coordinator in place	x			
• Coordinator carries out role effectively	x			
• Headteacher and coordinator work closely	x			
• Policy endorsed by Directors			x	
• Policy regularly discussed at meetings of the Senior Management Team			x	
• School staff aware of this policy	x			
• School staff comply with this policy	x			
• Children aware of this policy	x			
• Parents aware of this policy	x			
• Visitors aware of this policy	x			
• Local community aware of this policy			x	
• Funding in place			x	
• Policy complies with the Equality Act	x			
• Equality Impact Assessment undertaken	x			
• Policy referred to the School Handbook	x			
• Policy available from the school office	x			
• Policy available from the school website	x			
• School Council involved with policy development	x			
• All stakeholders take part in questionnaires and surveys			x	
• All associated training in place	x			
• All outlined procedures complied with	x			
• Linked policies in place and up to date	x			
• Associated policies in place and up to date	x			
<b>A statement outlining the overall effectiveness of this policy</b>				
It is effective and suitable for purpose				