

# PENSHURST CE PRIMARY SCHOOL



## MOBILE AND SMART TECHNOLOGY POLICY

Designated Safeguarding Leads: Sue Elliott and Geoff Harris

Named Governor with lead responsibility: Tony Wiseman

File name: Mobile and Smart Technology Policy	Current version revised: September 2021	Statutory: Yes
Policy Owner: Governing Body  Ratified by the Governing Body on 7/10.2021	Next revision due: August 2022	Review period: Annual

## 1. Policy aims and scope

- This policy has been written by Penshurst Church of England Primary School, involving staff, learners and parents/carers, building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2021, '[Early Years and Foundation Stage](#) 2021 ( '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the Penshurst Church of England School community when using mobile devices and smart technology.
  - Penshurst Church of England Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile and smart technology.
  - As outlined in our Child Protection Policy, the Designated Safeguarding Leads (DSL's) are, Mrs Sue Elliott, Headteacher and Mr Geoff Harris, Class Teacher are recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

## 2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP)
  - Behaviour and discipline policy
  - Cameras and image use policy
  - Child protection policy
  - Code of conduct/staff behaviour policy
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - Data security
  - Online Safety
  - Social media
  - Searching, screening and confiscation policy

## 3. Safe use of mobile and smart technology expectations

- Penshurst Church of England Primary School recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.

- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Penshurst Church of England School community are advised to:
  - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
  - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of the Penshurst Church of England Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

#### 4. Devices.

- Staff providing formal remote learning will do so using school provided equipment in accordance with our *acceptable use policy/remote learning AUP*.
- School mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff *and/or* learners.
- *School* mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Where staff *and/or* learners are using *school* provided mobile phones *and/or* devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

#### 5. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place **e.g. locked in a locker/drawer**) during lesson time.

- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Not use personal devices during teaching periods unless written permission has been given by the Headteacher, such as in emergency circumstances.
- Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
  - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and/or Headteacher.
- Staff will only use school provided equipment (not personal devices):
  - to take photos or videos of learners in line with our image use policy.
  - to work directly with learners during lessons/educational activities.
  - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the Headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the *Acceptable Use Policy and/or remote learning AUP*.
- If a member of staff breaches our policy, action will be taken in line with our staff *behaviour policy/code of conduct* and allegations policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

## **6. Learners use of mobile and smart technology**

- Learners will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies *e.g. RSE and computing*.
- Mobile phones and/or personal devices will not be permitted on site by learners.
- If a learner needs to contact their parents or carers whilst on site, they will be allowed to use a school office phone.
- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our *Acceptable Use Policy and/or Remote Learning AUP*.

## **7. Visitors' use of mobile and smart technology**

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
- Appropriate signage and information is in place, posters/information sheet to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with learners as part of multi-agency activity, this will be discussed with the Headteacher prior to use being permitted.
  - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or Headteacher of any breaches of our policy.

## **8. Policy monitoring and review**

- Technology evolves and changes rapidly. Peshurst Church of England Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the Peshurst Church of England will monitor policy compliance during staff training/updates.

## **9. Responding to policy breaches**

- All members of the community are informed of the need to report policy breaches or concerns in line with existing Peshurst Church of England Primary School policies and procedures. This includes: child protection and behaviour policies.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or Headteacher will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.

# PENSHURST CE PRIMARY SCHOOL



## Social Media Policy

Designated Safeguarding Leads: Sue Elliott and Geoff Harris

Named Governor with lead responsibility: Tony Wiseman

File name: Mobile and Smart Technology Policy	Current version revised: September 2021	Statutory: Yes
Policy Owner: Governing Body	Next revision due: August 2022	Review period: Annual

## 1. Policy aims and scope

- This policy has been written by Penshurst CE Primary School, involving staff, learners and parents/carers, building on The Education People's social media policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2021, '[Early Years and Foundation Stage](#) 2021, '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of Penshurst CE Primary School community when using social media.
  - Penshurst CE Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using social media.
  - As outlined in our child protection policy, the Designated Safeguarding Lead (DSL), Sue Elliott, Headteacher and Geoff Harris, Senior Leader are recognised as having overall responsibility for online safety.
- The policy applies to all use of social media; the term social media includes, but is not limited to, blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger apps or other online communication services.
- This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

## 2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP)
  - Behaviour and discipline policy
  - Cameras and image use policy
  - Child protection policy
  - Code of conduct/staff behaviour policy
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - Data security
  - Mobile and smart technology
  - Online Safety
  - Searching, screening and confiscation policy
  
- Code of conduct/staff behaviour policy
- Confidentiality policy
- Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
- Data security
- Mobile and smart technology
- Online Safety

- Searching, screening and confiscation policy

### **3. General social media expectations**

- All members of the Penshurst CE Primary School community are expected to engage in social media in a positive and responsible manner.
- All members of the Penshurst CE Primary School community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- We will control learner and staff access to social media whilst using Penshurst CE Primary School provided devices and systems on site through appropriate filtering and monitoring systems.
- Concerns regarding the online conduct of any member of Penshurst CE Primary School community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including anti-bullying, allegations against staff, behaviour, home school-agreements, and staff behaviour/code of conduct, Acceptable Use Policies, and child protection.

### **4. Staff use of social media**

- The use of social media during school hours for personal use is not permitted for staff.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct/behaviour policy and/or acceptable use of technology policy.
- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction. Advice will be provided and updated via staff training and additional guidance and resources will be shared with staff as required on a regular basis.
- Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our child protection and allegations against staff policy.

#### **4.1 Reputation**

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school. Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media. This may include, but is not limited to:
  - Setting appropriate privacy levels on their personal accounts/sites.
  - Being aware of the implications of using location sharing services.
  - Opting out of public listings on social networking sites.
  - Logging out of accounts after use.
  - Using strong passwords.
  - Ensuring staff do not represent their personal views as being that of the school.
- Members of staff are encouraged not to identify themselves as employees of Penshurst CE Primary School on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- All staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional reputation and legal framework. All members of staff are encouraged to carefully consider the information, including text and images, they share and post on social media.



- Information and content that staff members have access to as part of their employment, including photos and personal information about learners and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

#### **4.2 Communicating with learners and their families**

- Staff will not use any personal social media accounts to contact learners or their family members.
- All members of staff are advised not to communicate with or add any current or past learners or their family members, as 'friends' on any personal social media accounts.
- Any communication from learners and parents/carers received on personal social media accounts will be reported to the DSL (or deputy).
- Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL (or deputy). Decisions made and advice provided in these situations will be formally recorded to safeguard learners, members of staff and the setting.
- If ongoing contact with learners is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

#### **5. Official use of social media.**

- Penshurst CE Primary School's official social media channels are: Facebook page link and YouTube channel link.
- The official use of social media sites by Penshurst CE Primary School only takes place with clear educational or community engagement objectives and with specific intended outcomes and the use has been formally risk assessed and approved by the Headteacher prior to use.
- Official social media sites are suitably protected and, where possible, run and or linked to our website our website.
  - Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
  - Staff use setting provided email addresses to register for and manage official social media channels.
  - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.
- All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny. Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with learners; any official social media activity involving learners will be moderated if possible and written parental consent will be obtained as required.

- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.
- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts where possible, to avoid blurring professional boundaries.
- If members of staff are managing and/or participating in online social media activity as part of their capacity as an employee of the setting, they will:
  - Read and understand our Acceptable Use Policy.
  - Where they are running official accounts, sign our social media Acceptable Use Policy.
  - Be aware they are an ambassador for the school.
  - Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
  - Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
  - Follow our image use policy at all times, for example ensuring that appropriate consent has been given before sharing images.
  - Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
  - Not engage with any private or direct messaging with current or past learners or their family members.
  - Inform their line manager, the DSL (or deputy) and/or the Headteacher of any concerns, such as criticism, inappropriate content or contact from learners.

## **6. Learners' use of social media**

- The use of social media during school hours for personal use is not permitted for learners.
- Peshurst CE Primary School will empower our learners to acquire the knowledge needed to use social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies e.g. RSE and Computing.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for learners under the required age as outlined in the services terms and conditions.
- Learners will be advised:
  - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
  - to only approve and invite known friends on social media sites and to deny access to others, for example by making profiles private.
  - not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
  - to use safe passwords.
  - to use social media sites which are appropriate for their age and abilities.
  - how to block and report unwanted communications.
  - how to report concerns on social media, both within the setting and externally.
- Any concerns regarding learners' use of social media will be dealt with in accordance with appropriate policies, including anti-bullying, child protection and behaviour.

- The DSL (or deputy) will respond to social media concerns involving safeguarding or child protection risks in line with our child protection policy.
- Concerns regarding learners' use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

## **7. Policy monitoring and review**

- Technology evolves and changes rapidly. Penshurst CE Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance: through AUP's, staff training, classroom management etc.

## **8. Responding to policy breaches**

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes: child protection and behaviour policies.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or Headteacher will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.