

Dearham Primary School
Use of mobile devices
Interim Policy July 2014

The following policy has been introduced in response to the use of mobile devices in school and while the existing Acceptable Use Policy is being reviewed.

Staff should be particularly aware of the following issues in relation to the use of their mobile phones, other personally owned mobile devices and mobile technology provided by the school:

1. Staff should ensure they cannot be distracted from their work with children.
 - ◆ For example, phones should be turned off and put away beyond use.
2. **Personal** mobile devices should **not** be used around children, in particular photographs and video should only be taken on school issued devices.
 - ◆ It is essential that staff do not put themselves at risk of allegations.
 - ◆ Images and video of children should never be taken without having secured signed permission from the parent or carer.
3. School devices containing personal information, including photographs and video of children, should **not be taken off** the premises, except with the explicit agreement of the headteacher in each and every case.

Any images taken with permission are the property of the school and should only be used in relation to school business.

4. Staff should never contact a pupil or parent/carer using their personal device.
5. School owned devices for staff use should be secured with a pin code and should not be left unattended or on display. Any loss or theft of school owned devices should be reported to the headteacher or equivalent immediately.
6. Any exception to the principles above should be specifically approved by the headteacher or equivalent on a case by case basis.
7. The school is not responsible for the loss, damage or theft of any personal mobile device.
8. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
9. "Malicious communication" between any member of the school community is not allowed, eg text messages or online chat.
10. Personal use of school owned devices is prohibited unless specifically approved by the headteacher or equivalent

Ipads in the Early Years

A number of Ipads have been purchased for use in the school to support the on-going assessment of the pupils. Prior to utilising this technology, members of staff must read and agree to the school's Acceptable Use Policy. The following information supports the implementation of this policy.

1. The ipads have been set up with a generic school account, which is linked to the school's credit card account. Under no circumstances should additional software be added to these ipads without first seeking approval from the headteacher
2. Staff are not permitted to use personal accounts on the ipads
3. Under no circumstances should 'icloud' be enabled on the ipads
4. Location services have been disabled and should remain so
5. Bluetooth has been turned off and should remain off
6. All ipads are locked with a passcode. Passcodes must not be disabled. The passcode should not be changed without permission of the headteacher