

Hill View Academy

Use of Mobile Technologies Policy



Version Number	1.0
Date of Issue	Dec 2020
Date Approved	Dec 2020
Review Frequency	3 yearly
Status	Non statutory
Approved By	Headteacher
LGB	For information
Written by	M. Titherington
SLT Member Responsible	Headteacher
Equality Check	Completed



Hill View Academy

Use of Mobile Technologies Policy

'... where hearts and minds connect'

The term 'mobile technologies' describes smartphones, tablets, notebooks / laptops or other technology owned or provided by the school, or privately owned, that are used to further the education of children or are used to facilitate school business. These may connect through wireless network or through a home internet connection to the school's servers, school applications eg SIMS and other services such as email.

When considering the use of mobile technologies within school, staff and the wider school community must ensure that the primary purpose of having their personal device at school during working hours is educational, irrespective of whether the device is school owned/provided or personally owned.

The school will accept no responsibility for loss or damage of any personal devices brought into school.

All staff must read and sign to say that they have read and understood the 'Staff Acceptable Use of Information System' form before being receiving a school log in, email or laptop (or equivalent). Any school equipment should only be used by school staff and not by other family members.

Access to the internet

- Access to the internet is filtered and monitored

For school related business, the school allows:

	School Devices			Personal Devices		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device (purchased by the family through a school-organised scheme)	Pupil/Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes				
Full network access	Yes	Yes				
Internet only			Yes		Yes	Yes
No network access				yes		

Use of laptops/tablets - staff

- All laptops are encrypted
- Laptops will be used in school for the purpose of supporting the education of children within the setting and providing a means of communicating within school and beyond
- Laptops will be used at home to enable access to the school network, communication and the planning of lessons and resources
- The software / apps originally installed by the school must remain on the school owned devices in a usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson.
- Staff must not add any apps, software or hardware without prior authorisation from the Head Teacher and IT team
- Before using Apps, staff should read the terms and conditions of use
- Where authorised, staff will enable the IT team to access the network and individual PC's

Photographs and videos on mobile devices

- Only photograph or video people with their permission and where it is required for a task, activity or assessment
- No videos or photographs of children should be taken in school or saved on any personal mobile device without prior permission from the Head Teacher
- All unnecessary images or videos should be deleted

Use of tablets, chrome books, laptops or other mobile technology devices – pupils

- The software / apps originally installed by the school must remain on the school owned devices in a usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson.
- Pupils must only use apps, programmes or websites of the appropriate age restriction and teachers should supervise that pupils adhere to the terms and conditions before use.
- Pupils must be supervised by an adult when using tablets to ensure safe and appropriate use.

Use of mobile phones

- School will provide school mobile phones where it is deemed that they are needed. These will be password/fingerprint protected and used only for school business
- Personal mobile numbers should not be given out to children & parents
- Personal mobiles may be used to access work emails
- Personal mobiles should never be used to take pictures of our school children
- Personal mobiles should not be used during working hours and should be on mute. In exceptional circumstances the Headteacher may allow them to be kept on vibrate
- It is recommended that personal mobiles are password/fingerprint protected

Use of live webcams

Webcams must only be used for the purpose of teaching or for work related meetings:

For teaching:

- Risk assessments must be in place before the activity commences
- No 1:1 should take place, only group lessons/tuition
- Live classes should be kept to a reasonable length of time, during normal working hours and be recorded where possible
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background
- At all times, the teaching should reflect the expectations of the classroom and be professional and appropriate. This includes language and dress of all involved
- Teachers/staff need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues.
- All security measures associated with the system such as 'waiting rooms' and 'passwords' should be used

For work related meetings:

- Set up in an appropriate location
- At all times, the meeting should reflect the expectations of the school and be professional and appropriate. This includes language and dress of all involved

The school does not allow under any circumstances:

- Unauthorised access to information for personal gain or knowledge beyond that which would be expected from the role for which a person is employed
- Any breaches of Children Protection & Safeguarding policies that may involve mobile technology
- Exchanges with pupils and parents that may be considered grooming
- The making & storage of any images that may be deemed inappropriate
- Information must not be transferred to unsecured USB memory sticks, flash drives, pens or other storage
- External access to school systems to be shared with others
- Accessing of any inappropriate content eg terrorist related literature, child abuse images, other content likely to cause offense
- Shortcutting of any filters to enable access to inappropriate content

Support

The IT team can support with technical solutions for the safe use of mobile technology for school devices/personal devices. In addition:

- All school devices are controlled through the use of filtering software
- Appropriate access control is applied to all mobile devices
- Filtering will be applied to the internet connection for mobile devices

- All school devices are subject to routine monitoring
- Pro-active monitoring has been implemented to monitor activity

Remote Access for support

The IT team may need to remotely access mobile devices and other technology for routine maintenance or problem solving.

- They must ensure the user is pre-warned of remote access and will communicate with them throughout and at the end of the remote access period.
- While remote accessing, the IT support team will not alter any documents, emails or other work of the users without the prior permission of the user.

Personal devices - staff

- All personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover out of home use)
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
- The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. All devices should have their locking system enabled
- The school is not responsible for the day to day maintenance or upkeep of the user's personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues
- All personal devices are restricted to provide appropriate levels of network access
- Staff owned devices should not be used for personal purposes during teaching sessions, unless in exceptional circumstances e.g. an emergency to call 999.

Personal devices - pupils

- While we fully acknowledge a parent's wish to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Hill View Academy discourages pupils bringing mobile phones in any year group.
- When a child needs to bring a phone into school, it must be done after seeking permission from senior leaders. The phone must be left in the school office at the start of the day (from 8.50 a.m.) and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.
- Parents are advised that Hill View Academy accepts no liability for the loss or damage to mobile phones 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 phone during school time, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone 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, then the school will confiscate the phone until an appropriate adult collects the phone from a senior leader.
- 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 disciplinary action will be taken according to our Behaviour policy.
- If images of other pupils or teachers have been taken, the phone 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 phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils. We also ask that parents familiarise themselves with the age restrictions for any social media app that their child might be using.
- 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 phone or email or the class teacher on Class Dojo.