



Saint Joseph's Catholic Primary School



Mobile Technologies Policy

Date endorsed: March 2021

Date to be reviewed: Spring 2023



Mobile Technologies Policy

Mobile technology devices may be a school owned/provided or privately owned smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. In the case of privately owned devices, these will not have access to school's wireless network. School devices have access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that the learners, staff and wider school community understand that the primary purpose of a device at school is educational. The mobile technologies policy should sit alongside a range of policies including but not limited to the safeguarding policy, anti-bullying policy, acceptable use agreement and the behaviour policy. Teaching about the safe and appropriate use of mobile technologies should be included in the online safety education programme.

Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Learners now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, schools not only have the opportunity to deepen learning, but they can also develop digital literacy, fluency and citizenship in learners that will prepare them for the high-tech world in which they will live, learn and work.

During times of Covid 19 and school closures the use of mobile devices has greatly supported staff and pupils deliver and access home learning. This has impacted on the policy and procedures relating to mobile devices.

Considerations

There are a number of issues and risks to consider when implementing mobile technologies, these include; access to devices for all learners, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership, breakages and insurance.

The use of mobile technologies brings both real benefits and challenges for the whole school community – including teachers - and the only effective way for a school to implement these successfully is to involve the whole school community from the outset. Before the school embarks on this path, the risks and benefits must be clearly identified and shared with all stakeholders.



- For all mobile technologies, filtering will be applied to the school internet connection and attempts to bypass this are not permitted
- Mobile devices are not to be taken into toilet areas
- Learners will be educated in the safe and appropriate use of mobile technologies as part of the online safety curriculum
- The school acceptable use agreements for staff, learners, parents and carers will give consideration to the use of mobile technologies

The school allows:

	School Devices		Personal Devices		
	School owned and allocated to a single user – (teacher ipads)	School owned for use by multiple users (pupil ipads)	Pupil/Student owned	Staff owned (phones)	Visitor owned (phones / ipads)
Allowed in school	Yes	Yes	No (1)	Yes (2)	Yes
Full network access	Yes	Yes	No	No	No
Internet only	N/A	N/A	No	No	No
No network access	N/A	N/A	No	No	No

1 – Pupil’s may require a personal device to be brought into school when moving between households. In this instance the mobile device is given straight to a teacher until the end of the day.

2 – Staff may use mobile phones in school but for personal reasons only. They must not be used for any other purposes or during class time.

The school has provided technical solutions for the safe use of mobile technology for:

School devices

- All school devices are controlled through the use of mobile device management (MDM) software – Meraki.



- Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g internet only access, network access allowed, shared folder network access).
- All staff devices must be suitably protected via a password / pin code. Those devices allocated to members of staff must only be accessed and used by members of staff.

- Appropriate exit processes are implemented for devices no longer used at school or by an authorised user.
- From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps.
- The school will ensure that school devices contain the necessary apps for school work. Apps added by the school will remain their property and will not be accessible to learners on authorised devices once they leave the school roll.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc.) that would stop the device working as it was originally set up and intended is not permitted.
- *All school devices are subject to routine monitoring*

Personal devices

- No personal devices will have access to the school's network.
- Pupils are not permitted to use personal devices in school. If a device is brought to school when a pupil is moving between households, the device must be given to a member of staff when entering school and returned at the end of the day. Close attention must be paid that pupils do not use the devices on school premises.
- Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the 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 the school.

User behaviour

Users are expected to act responsibly, safely and respectfully in line with current acceptable use agreements, in addition;

- Learners must only photograph people with their permission and must only take pictures or videos that are required for a task or activity.
- Devices may be used in lessons in accordance with teacher direction



- Staff owned devices should not be used for personal purposes during teaching sessions, except in emergency situations
- Printing from personal devices will not be possible

Home working / learning

In the instance of school / class closure due to Covid 19 staff and pupils can be issued with school devices.

- **Allocated devices are to be used for the purpose of home working / learning only**
- Pupils can be allocated devices when they have insufficient resources to access online learning at home
- All staff that are required to carry out live video sessions at home will be allocated a mobile device
- All devices that are allocated to staff or pupils will be reconfigured for use by the Local Authority ICT support before and after home use
- Staff and pupils will need to follow Local Authority guidance to access the device systems at home
- A central list of all allocated devices will be held by the Head teacher

Parents / Carers / Visitors

Parents, carers and visitors will be informed about how, where and when they are permitted to use mobile technology on the site, in line with local safeguarding arrangements. Parents and carers will be reminded of the safe use of mobile technology through the 'Support Safeguarding Guidance' that is available on line and regularly sent out to parents.

Residential settings

Staff only will be permitted to use school devices during residential visits. Pupils are not permitted to take mobile devices.

- Any images/videos taken by staff will be for the purposes of parent communication via Twitter or for curriculum evidence.



This policy will be subject to an earlier revision should changes arise in relation to Mobile Technologies and how they are used at St. Joseph's Primary School.