

Westgate Primary 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. The device then has 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 having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned. The mobile technologies policy should sit alongside a range of policies including but not limited to the safeguarding policy, anti-bullying policy, acceptable use policy, policies around theft or malicious damage 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.

A range of mobile technology implementations is possible. The school should consider the following statements and remove those that do not apply to their planned implementation approach.

- The school acceptable use agreements for staff, learners and parents/carers will give consideration to the use of mobile technologies
- The school allows:

	School/devices			Personal devices including smart watches		
	School owned and allocated to a single user	School owned for use by multiple users	Authorised device	Learner owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	N/A	No^	Yes	Yes
Full network access	Yes	Yes	N/A			
Internet only						Yes*
No network access					Yes	

*Subject to Visitor/Community user AUA being agreed and signed.

- ^ Children walking home in Years 5 and 6 are able to bring their phones to school. These are securely stored in a communal safe area in each Year group and dropped off and picked up at the beginning and end of each day. Parents sign a Mobile Phone Agreement for their child to bring phone to school in Years 5 and 6. 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 school. See related Year 5/6 Mobile Phone Agreement.

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

- All school devices are managed through the use of Mobile Device Management software
- 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)
- The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
- For all mobile technologies on the school network, filtering will be applied to the internet connection and attempts to bypass this are not permitted
- Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user.
- All mobile devices on the school network are monitored.
- The software/apps originally installed by the school must remain on the school owned device in 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. Periodic checks of devices will be made to ensure that users have not removed required apps.
- The school will ensure that devices contain the necessary apps for school work. Apps added by the school will remain the property of the school and will not be accessible to learners on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs.
- The changing of settings that would stop the device working as it was originally set up and intended to work is not permitted.

When personal devices are permitted for staff/visitors:

- Personal devices commissioned onto the school network are segregated effectively from school-owned systems 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 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 that device whilst out of the home)
- 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. Pass-codes or PINs should be set on personal devices to aid security
- The school is not responsible for the day to day maintenance or upkeep of the users personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues

Staff/Visitors are expected to act responsibly, safely and respectfully in line with current acceptable use agreements, in addition:

- there is clear advice and guidance at the point of entry for visitors to acknowledge school requirements through agreeing and signing Visitor AUA.
- Users are responsible for keeping their device up to date through software, security and app updates.
- Users are responsible for charging their own devices and for protecting and looking after their devices while in the school
- Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- The expectations for taking/storing/using images/video aligns with the school's acceptable use policy and use of images/video policy. The non-consensual taking/using of images of others is not permitted.

- Staff owned devices should not be on their person or used for personal purposes during directed time, unless in exceptional circumstances agreed with SLT. They should be kept out of sight from the children in school barring exceptional circumstances, agreed with SLT.
- Staff should not use mobile phones during staff meetings barring exceptional circumstances, agreed with SLT.
- Printing from personal devices will not be possible.

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