



Pupils' Personal Mobile Device Policy

(Incorporating Use of Video & Sound)

Approved by Trustees March 26

Related Policies

- Safeguarding Policy
- Online Safety Policy
- Behaviour Policy
- Data Protection Policy
- CCTV Policy

Related Legislation

- Equalities Act 2010
- Regulation of Investigatory Powers Act 2000
- Education & Inspections Act 2006
- Voyeurism Act 2019

Guidance

Department For Education Mobile phones in schools (Feb 2024)

Statement Of Intent

Scartho Junior Academy accepts that personal mobile phones, smartwatches and tablets are often given to pupils by their parents to ensure their safety and personal security. These have become more widely available over recent years.

As a school, we must make a sensible and practical response. We understand that parents wish their children to carry a mobile phone for their personal safety, whilst students may wish to bring additional devices to school for other reasons.

We understand the advancement in technology, but we also must consider the privacy of pupils and staff in the school to ensure that these devices are not used for surveillance in a manner which would cause distress.

Key Roles & Responsibilities

The governing body has overall responsibility for the implementation of the personal electronic devices policy and procedures of the Academy.

The governing body has overall responsibility for ensuring that the Personal Electronic Devices Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation. This is as set out in the Equalities Act 2010. Any complaints regarding issues related to the policy should follow the procedure set out in the Complaints Policy.

The Principal in the school is responsible in carrying out the 'day to day' implementation of this policy.

General Property

- Pupils are responsible for their own belongings. The school has no responsibility for any damage or loss of any electronic equipment brought on site of any of the academies.
- Exercise books, planners, text books, electronic equipment, stationery and folders issued by the school remain the property of the school and should be treated as such.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile devices either at the school, or travelling to and from the school.

Personal Mobile Devices

- Personal mobile devices include, but are not limited to, existing and emerging
- Mobile communication systems and smart technologies (smartphones, smartwatches, internet enabled phones)
- Personal Digital Assistants (Handheld electronic organisers)
- Handheld entertainment systems (mobile video games consoles, MP3 players, tablets, earphones)
- Portable Internet devices (mobile messages, tablets, MiFi devices)
- Wireless camera-based devices (wireless camera devices, sunglasses with video/sound recording, mini drones with built in cameras or any other device that can record and transmit video/sound)
- The school acknowledges the increasing use of mobile technology as part of the curriculum.
- Parents/carers should be aware if their child takes a mobile phone/watch or tablet to school

Acceptable Use

- Scartho Junior Academy is aware that some parents may need to contact their children after school using a mobile device. Parents should contact the school office to make arrangements in advance.
- All devices must be handed in to the school office before pupils go onto the playground/enter school buildings.

Unacceptable Use

- Mobile devices must not be taken into the school site at any time except for handing in to the school office
- Under no circumstances should mobile devices be taken into examinations
- Under no circumstances should mobile devices be used in changing rooms or toilets
- If pupils fall ill during school hours, they must not use their mobile device to contact parents/carers; they should use the agreed procedures which are to inform their class teacher or member of staff on duty, if over lunch or break

Audio Recordings

- Whilst the school understands that recording audio conversations is not illegal under the Regulation of Investigatory Powers Act 2000 (RIPA), it discourages all pupils parents and staff to record any audio conversation. If a recording is made and then subsequently made available to a third party, the trust would look at taking legal advice.
- In line with the school behaviour policy, pupils should not make any audio recordings on the school site.
- If a member of staff becomes aware that a recording has been made by a pupil, they will speak to a senior leader for further sanctions to be followed. The school will then discuss this further with parents/carers.
- In relation to the complaints policy, complainants should obtain the informed consent of all parties before recording conversations or meetings, and that the school reserves the right to refuse permission for a complainant to use a recording that has been obtained covertly in the complaints process.
- Audio recordings could be made at the discretion of the headteacher, if a pupil needed further educational support by recording a lesson due to a disability. This would be done on a school-based device and would be for the use of the individual pupil only. In addition, if parents wanted to record a meeting with staff, the decision would be made by the headteacher.
- Permission could be made for audio recordings to be made for curriculum needs. This would be at the discretion of the headteacher for use in exam work etc.
- Covert recordings of phone conversations should not be made by parents.
- Audio recordings will not be made available via a subject access request, in order to protect other data subjects. The school will try and provide a transcript of any recording meetings.

Video Recordings

- Video recordings that are taken on the school site would be deemed illegal as these areas are private property. The only circumstances when this could be allowed would be with the express permission of the Principal.
- Recording a video of someone where there is the expectation of privacy is a breach of privacy laws.
- If a video was to be taken covertly and posted online (including live streams), the school would follow its behaviour policy and speak to parents/carers about removing any content from social media platforms.
- Pupils must not take recordings on the school site and upload them to social media platforms e.g. video sharing platforms.
- Permission could be made for video recordings to be made for curriculum needs. This would be at the discretion of the headteacher for use in drama etc
- If a member of staff is working remotely and delivering lessons via a remote platform, they should follow guidance from the school on remote working.

Teaching & Learning

All pupils will be taught about the implications of misuse of devices including cyberbullying, taking inappropriate images and online sexual harassment as part of the Personal, Health and Social Educational lessons.

Staff will be briefed on developments relating to personal devices and safeguarding as part of their continuous professional development.

Sanctions

- Any pupil caught breaking this policy will have their mobile device confiscated by teacher and parents/carers will be informed. The Governing Body will be informed and sanctions may be given out by the Principal.
- Pupils caught taking mobile phones or tablets into examinations will be reported to the relevant exam board and will be banned from bringing devices into the school. Their device will be confiscated and parents/carers will be informed. The Governing Body will be informed and sanctions will be given out by the Principal.