

**Safer Use of Technology 1:**

**The use of Personal Electronic Equipment with Recording and/or Internet Capability Policy**

**July 2019**

**Introduction**

This policy should be read alongside Park House School’s (PHS) ***Safer Use of Technology 2 Policy***

This policy provides clear guidance on the use of any personal electronic equipment with recording or internet capability, such as mobile phones, tablets, laptops, handheld gaming devices etc. by staff and pupils at Park House School (PHS).

PHS recognises the importance of such personal electronic devices to staff and pupils. The implementation of this policy, from 1st September 2017, is designed to ensure that the highest standards of safeguarding of pupils and staff are adhered to.

**Mobile phones and other electronic devices with digital recording, storage and retrieval capability**

All smart phones and many other hand held electronic devices may have built in digital

cameras that enable users to take high quality pictures and video. These can then be sent instantly to other mobile phones or email addresses. They can also be posted on the internet, added to social media platforms and used in chat rooms. There is, therefore, the potential for camera mobile phones etc. to be misused, either intentionally or unintentionally in school. This potentially places children at risk and opens staff to possible allegations of child abuse. They can become an instrument of bullying or harassment directed against pupils and teachers.

This policy is therefore designed to minimise any possibility of any inappropriate use of personal mobile phones or other personal electronic equipment by either staff or pupils,

**Staff Policy**

Staff must place their personal electronic devices in their secure personal locker, situated in the staffroom, before they leave the room after the daily morning meeting. They should be turned to silent or switched off. Personal electronic devices may only be used by staff in the staffroom during their morning break and during their lunchtime.

If staff need a greater level of privacy, they may take their device off the school

site during these times. On such occasions, for fire safety purposes, staff must ensure they sign out of the school building.

Staff must not use their personal electronic devices:

* in any room other than the staffroom
* at any time between 08.35 and the end of their working day other than those detailed above
* in the presence of any pupils

Staff must never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil or parent, a school telephone should be used.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Members of staff must not use their personal electronic device to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

This guidance should be seen as a means of safeguarding members of staff, the school and the Directors.

Staff should understand that failure to comply with the policy is likely to result in disciplinary procedures.

**External contact with staff**

Should anyone from outside of school need to contact a member of staff during the school day, this must be done via the school office. (tel no. 01733 271187)

Office staff will pass on the message at an appropriate time to the member of staff. In an

emergency, a member of staff will be released from their duty to use their personal mobile phone immediately

**Pupil Policy**

While we fully acknowledge a parent’s right to allow their child to bring a mobile phone or other electronic devices to school for use during their journeys to and from school, PHS discourages pupils from bringing mobile phones to school due to the potential issues outlined above.

When a pupil brings an electronic device into school, a permission slip must be received from their parent/carer and the device must be left in the school office at the start of the day and collected at the end of the day.

Parents and pupils are advised that PHS accepts no liability for loss or damage to personal electronic devices which are brought into the school or onto school grounds.

Where a pupil is found by a member of staff to be using a personal electronic device, the pupil will be asked to take it immediately to the school office where it will be stored by the school until the end of the day.

If a pupil refuses to take their electronic device to the office, it will be removed by a member(s) of staff, taken to the office and returned at the end of the day. In this instance, contact will be made with parents requesting that the pupil’s electronic device is left at home for the next two school days.

If images of other pupils or teachers have been taken, the phone or other electronic device on which they are stored will not be returned to the pupil until the images have been removed by the pupil in the presence of a member of the Senior Team. Contact will be made with parents requesting that the pupil’s electronic device is kept at home for the next two school days.

If a pupil continues to misuse their electronic device the privilege of bringing the device to school will be withdrawn for a longer period of time.

Pupils who send inappropriate or abusive text messages, tweets, messages on social media, Instagram pictures etc. to another pupil whilst at school or outside of school hours may be construed as using their device to bully others. While the main responsibility for dealing with this remains with the pupil’s parents, this issue will also be addressed in school.

Should parents need to contact pupils, or vice versa, this must be done via the school office. (tel no. 01733 2711287)

**Related policies**

This policy supports the school’s Health and Safety, Anti-bullying, Safeguarding, Acceptable Use of the Internet and Safer Use of Technology 2 Policies.

**Monitoring and Review Procedures**

This policy will be reviewed and amended (if necessary) annually.



**Safer Use of Technology Policy 2:**

**Use of Personal and PHS Provided Electronic Devices Policy**

**July 2019**

**Introduction**

This policy should be read alongside Park House School’s (PHS) ***Safer Use of Technology 1 Policy***

The purpose of this policy is to inform employees of the expectations of the use of mobile phones and other electronic devices provided by the school for use during an employees working hours. It is intended to give staff broad guidelines regarding the appropriate use of these devices, in the workplace or whilst carrying out their duties offsite.

Schools are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of electronic devices provided for the purposes of work.

This Policy should be used in conjunction, where necessary, with the;

* E-safety policy
* Code of Conduct policy
* Employee handbook

Where a Senior Leadership Team (SLT) member discusses electronic device use with an employee, a record of the discussion should be kept in the staff member’s file.

**Use of Mobile Phones during the working day**

Personal electronic devices must not be used for personal circumstances during working hours and should be switched off or put on silent whilst on School premises, unless it is during a staff break time. The use of personal electronic devices by employees (unless in the case of emergency) to make/receive personal calls and/or texts during the working day is not allowed for the following reasons (this list is not exhaustive):

* It does not set a professional and positive example to pupils
* It is disruptive and interrupts lessons
* It is a nuisance/discourteous to colleagues
* It is a misuse of the school/authority’s time and has the potential to impact on children’s learning

The classification of ‘using electronic devices’ can be deemed as (this list is not exhaustive):

* Making calls
* Texting
* Accessing Social Media
* Playing games
* Accessing emails
* Taking photos/videos

Employees using personal electronic devices during their breaks should be respectful of their colleagues and they should not be used in front of pupils. The use of personal electronic devices should be kept to within the staff room from between the hours of 8:30 and 16:30. Lockers are provided for each staff member to store their personal electronic devices during these times. As most electronic devices, and particularly mobile phones and tablets, now have built-in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats, complying with this Policy will ensure employees do not find themselves in a Safeguarding risk situation.

School mobile phones do not have internet capability and so therefore cannot be used in such a way as to break the safeguarding policies. However, they can be used for the following

* Making calls
* Texting

The use of school provided electronic devices by employees to make/receive personal calls and/or texts during the working day is not allowed (unless in the case of an emergency) for the following reasons (this list is not exhaustive):

* it does not set a professional and positive example to pupils
* it may be disruptive and interrupts lessons
* it may be a nuisance/discourteous to colleagues
* it is a misuse of the school’s time
* it may has the potential to impact on children’s learning

**Exceptional Circumstances**

Incoming personal calls should normally be directed to the school’s landline number so a message can be relayed to the member of staff, when they are available. In an emergency situation, the message will be relayed to the employee immediately. In exceptional circumstances, at the discretion of a member of the SLT, a member of staff may be given express permission to make or receive personal calls whilst they are carrying out their normal day-to-day duties.

**Business use**

All employees have been provided with access to a school owned mobile phone and other necessary electronic devices (such as tablets, laptops etc.) for school use. They must ensure these devices are used solely for school purposes, unless express permission has been given that the device can also be used for personal use. Schools have the authority and capability to check associated bills and/or browsing history related to school owned electronic devices. These will be checked on a regular basis.

At no point should staff or pupils connect their personal electronic device to the school's Wi-fi system.

**Security**

Should an employee wish to access work emails during school hours, they **must** use only a school owned electronic device. These devices have appropriate secure systems in place to ensure that should these devices be lost or stolen the data cannot be accessed.

**Text Messages to colleagues**

Text messages are **not** an appropriate means of communicating with colleagues in relation to school business and activity. They:

* are not a formal means of communication
* may be misinterpreted
* are inappropriate for the purposes of audit

Some examples of inappropriate uses of texting are (this list is not exhaustive):

* Notifying the Principal or member of the SLT of sickness absence (this should always be by direct personal telephone contact, in accordance with the contract of employment and agreed school procedures).
* Informing of changes to working arrangements.

**Social Networking**

* Employees should not access social networking sites using their school provided devices (school mobile phones do not have internet capability).
* Employees must not access social networking sites using their personal electronic devices during working hours.

**Protection of Employees**

Employees should not provide parents or pupils with their personal or school mobile phone numbers.

**Health and safety considerations**

In circumstances where employees are lone-working in remote areas of the school, or outside of school, a school provided mobile phone should be accessible if there is no land-line. Only under very exceptional circumstances should personal mobile phones be used when out of school with pupils.

Employees are reminded that using hand-held mobile phones whilst driving is a criminal offence, and, if reported, such a use will be subject to disciplinary procedures.

**Mobile phones and pupils**

Pupils are not permitted to have their own personal mobile phones with them during school hours.

**Inappropriate material**

If an employee receives material deemed to be inappropriate or offensive from pupils, parents/carers or other members of staff/work colleagues on their personal electronic device the images/text messages should be retained as evidence and referred immediately to the SLT.