Uryside School
Mobile Phone and Devices Policy

Mobile technology devices may be a school/local authority owned/provided or privately owned smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school/local authority wireless network.

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 polices 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 is included within the school curriculum.

The school acceptable use agreements for staff, learners and parents/carers will give consideration to the use of all mobile technologies (these include mobile phones, digital wearable devices, portable devices, tablets, laptops and PC; any device that can access a WIFI network and/or take and distribute an image or video).

The school allows:

	School owned and allocated to a single user	School owned for use by multiple users	Authorised device[1]	Learner owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	Yes[2]	Yes	yes
Full network access	Yes	Yes	Yes	No	No	No
Internet only				No	Yes	Yes
No network access				Yes		

1 Authorised device – purchased by the learner/family through a school-organised scheme. Or a personal device that is required for specific medical/personal/educational reasons. These individual cases should be discussed first with the school. This device may be given full access to the network as if it were owned by the school.

2 Pupil mobile phones, if brought to school, must be switched off when entering the school campus and only switched on again when off campus. Wearable devices should be disconnected from all networks and their use should adhere to the acceptable use policy.

<u>**Guidance on the Use of Personal Devices**</u>
Pupils, staff and visitors choosing to bring their own Personal devices (these include mobile phones, tablets, laptops and wearables) to school 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, where applicable) as does the liability for any loss or damage resulting from the use of the device in school.

The school/local authority 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/local authority accepts no responsibility for any malfunction of a device due to changes made to the device while on the school/local authority network or whilst resolving any connectivity issues.

The school recommends that the devices are made easily identifiable and have a protective case or screen 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/local authority 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.

Users are expected to act responsibly, safely and respectfully in line with current acceptable use agreements. In addition:
· Users are responsible for charging devices and for protecting and looking after their devices while in the school
· Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use
· Images may only be taken in line with the school/local authority's digital and video images policy
· Visitors should be provided with information about how and when they are permitted to use mobile devices in line with local safeguarding arrangements and policy

The school's ICT curriculum will continue to address the safe use of mobile phones, internet etc. Through awareness raising school focus weeks and school curriculum development.

Where a pupil is found using a mobile phone in school, including in the playground, the phone will be taken from the pupil and placed with the Head Teacher or Depute. Where devices are removed on a regular occurrence, parents will be contacted to collect the device from school.

If a pupil, member of staff or visitor is found taking photographs or video footage on any mobile device (including a wearable) of either pupils or staff and consent has not been obtained, this will be regarded as a serious offence and the Head Teacher will decide on appropriate disciplinary action. In certain circumstances, the matter may be referred to the Police. If images of other pupils and staff have been taken, the phone/multi media

device/wearable will not be returned to the pupil until the images have been removed by an appropriate person (Parent/Guardian).

School/local authority devices
· School devices are provided to support learning. It is expected that school allocated devices with be brought to school by learners as required.
· 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 to work is not permitted
· 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.

Personal
· Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
· Personal devices should be charged before being brought to the school as the charging of personal devices is not permitted during the school day
· Staff owned devices should only be used for personal purposes during school hours within the agreed school policy.
-Printing from personal devices will not be possible.
- Anyone requiring access to the school network should speak to an appropriate member of the senior leadership team (SLT)

Updated September 2023.