

LOCAL PROCEDURE FOR INTERNET ENABLED DEVICES

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1. Introduction and aims

At North Hill House School we recognise that internet enabled devices, including smart phones, laptops and gaming devices are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our local procedure aims to:

- › Promote, and set an example for, safe and responsible use of these devices
- › Set clear guidelines for the use of these devices for pupils, staff, parents and contractors
- › Support the school’s other policies and local procedures, especially those related to safeguarding, child protection and behaviour

This local procedure also aims to address some of the challenges posed by the use of these devices in school, such as:

- › Risks to child protection
- › Data protection issues
- › Potential for lesson disruption
- › Risk of theft, loss, or damage
- › Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and teaching assistants) are responsible for enforcing this local procedure.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Head Teacher is responsible for monitoring this policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of internet enabled devices by staff

3.1 Personal internet enabled devices

Staff (including contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal internet enabled devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- › For emergency contact by their child, or their child's school
- › Using authenticator app for device sign-ins.
- › In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01373 466222 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal internet enabled devices to process personal data, or any other confidential school information. Further information on this can be found on the Aspris Hub under the heading of Data Protection Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their internet enabled devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal internet enabled devices for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Emergencies when off site
- Use of authenticator app for device sign ins.

In these circumstances, staff will:

- Use their internet enabled devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of internet enabled devices by pupils

- Some pupils are allowed to bring phones to school. These must be handed into the school admin office on arrival at school. These are then locked away and pupils will have their phones back at the end of the school day
- Pupils will not be permitted to access their phones during the school day, with the exception of sixth form pupils.
- If pupils are going on a trip, and then being taken straight home, or collected from a venue by their parents, their phones will be taken on the trip by the staff member and handed to the pupils at the end of the day in the presence of their parents or carers.

4.1 Sanctions

Should there be any breach of this local procedure by pupils then the Head Teacher will ask the pupil not to bring any internet enabled device into school and arrange with parents/carers for these to remain within the family home.

If there are further breaches, the Head Teacher may confiscate the phone under sections 91 and 94 of the [Education and Inspections Act 2006](#)

- If an internet enabled device is confiscated, this will be given back to the pupil at the end of the school day.
- The Head Teacher will contact parents and ask for these devices not to come to school the following day

Pupils that breach this local procedure will be made aware that certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
- Filming / recording pupils and staff without permission

4.2 Sixth form pupils

Sixth form pupils who are over the age of 16 shall be allowed their phones within the sixth form corridor. Their phones must be on silent and only used during authorised times or breaks. This is to ensure pupils are prepared for life after school and are able to manage this aspect independently.

Pupils are NOT permitted to use their phones or access them in any part of the school other than the sixth form area. Any pupil found to be breaching this term shall have this privilege revoked for a set period of time. When moving around the school from transport to sixth form area and back, phones should be put inside bags or pockets and kept out of sight.

Pupils shall receive guidance on safeguarding, child protection and behaviour. This is related to being able to access their phone within their induction period and a read sign sheet will be made available to acknowledge this.

5. Use of internet enabled devices by parents, volunteers and visitors

Parents, visitors and contractors must adhere to this local procedure as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with pupils
- Parents, visitors and contractors will be informed of the rules for using internet enabled devices when they sign in at reception or attend a public event at school.
- Parents who visit the school trips must not:
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil
- Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft, damage and storage

Pupils bringing phones to school must ensure that phones are appropriately labelled.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

On arrival at school, pupils will place all devices into a labelled bag and hand them in to a member of staff who will ensure that the devices are locked away safely.

At the end of the school day pupils can collect their devices before travelling home.

The school accepts no responsibility for internet enabled devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

This local procedure will be made available to all staff, parents/carers and visitors as part of the safeguarding advice.

Confiscated phones will be stored in the school office.

Lost phones should be returned to the admin office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Written by:	Leigh Murray	Date:	September 2023
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Next review due by:	September 2025
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Appendix 1: Template mobile phone information slip for visitors

Use of internet enabled devices in our school

- › Please keep your mobile phone / internet enabled device on silent/vibrate while on the school grounds
- › Please do not use phones/internet enabled devices where pupils are present. If you must use your phone, you may go to The Board Room
- › Do not take photos or recordings of pupils (unless it is your own child), or staff
- › Do not use your phone/internet enabled device in lessons, or when working with pupils

The school accepts no responsibility for internet enabled devices / phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our internet enabled device local procedure is available from the school office.
