



# Joy Lane Foundation Primary School

## Mobile Technology & Social Media Policy

Draft Prepared	May 2020
Date Agreed	September 2020
Signed by Executive Headteacher	Ms D J Hines
Signed by Chair of Governors	Chris Graves
Date Policy to be Reviewed	September 2021

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

## 1. Policy aims

- The mobile technology and social media policy has been written by Joy Lane Primary School, building on The Education People policy template.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2019, [Early Years and Foundation Stage](#) 2017, '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- The purpose of Joy Lane Primary School mobile technology and social media policy is to safeguard and promote the welfare of all members of Joy Lane Primary School community when using mobile devices or social media.
- Joy Lane Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile technology or social media.
- Joy Lane Primary School identifies that the mobile devices, such as computers, tablets, mobile phones and games consoles and social media are an important part of everyday life, which present positive and exciting opportunities, as well as challenges and risks.
- Joy Lane Primary School will empower our learners to acquire the knowledge needed to use the mobile technology and social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.

## 2. Policy scope

- This policy applies to Learners, Parents/Carers and all Staff, including the Governing Body, Leadership Team, Teachers, Support Staff, External Contractors, Visitors, Volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "Staff" in this policy).
- This policy applies to all access to the use of mobile technology and social media, both on and off-site.

## 3. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP) and the Code of Conduct/Staff Behaviour Policy
  - Behaviour and Discipline Policy
  - Image Policy
  - Child Protection Policy
  - Confidentiality Policy
  - Curriculum Policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - GDPR
  - Online Safety
  - Safeguarding Policy

## 4. Monitoring and review

- Technology evolves and changes rapidly; as such Joy Lane Primary School will review this policy at least annually. The policy will be revised following any National or Local Policy updates, any local child protection concerns and/or any changes to our technical infrastructure.

- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Executive Headteacher, Ms D J Hines, Head of School, Mr Ashley-Jones and the ICT Technician will be informed of online safety concerns, as appropriate.
- The named Governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.

## **5. Mobile Technology: Use of Personal Devices and Mobile Phones**

### **Expectations**

- Joy Lane Primary School recognises that personal communication through mobile technologies is part of everyday life for many Learners, Staff and Parents/Carers. Mobile technology needs to be used safely and appropriately within the setting.
- All use of mobile technology, including mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology (including 'smart watches' and fitness trackers which facilitate communication or have the capability to record sound or imagery) will take place in accordance with our policies, such as our Online Safety, Anti-Bullying, Behaviour and Child Protection Policies and with the Law.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
- All members of Joy Lane Primary School Community are advised to take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- All members of Joy Lane Primary School Community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the site such as changing rooms, toilets and swimming pools.
- Mobile phones and personal devices are not permitted to be used during Class time and should be put to silent or switched off during teaching time.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behaviour policies.
- All members of Joy Lane Primary School Community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

### **5. Staff use of personal devices and mobile phones**

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the Law, as well as, relevant policy and procedures, such as confidentiality, child protection, data security/GDPR and acceptable use of technology.
- Staff will be advised to:
  - keep mobile phones and personal devices in a safe and secure place during lesson time.
  - keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.

- ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
  - not use personal devices during teaching periods, unless written permission has been given by the Executive Headteacher, Ms D J Hines or Head of School, Mr Ashley-Jones, such as in emergency circumstances.
  - ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting Pupils or Parents and Carers.
    - Any pre-existing relationships which could undermine this, will be discussed with the Executive Headteacher, Ms D J Hines or Head of School, Mr Ashley-Jones.
- Staff will not use personal devices or mobile phones:
    - to take photos or videos of Pupils and will only use work-provided equipment for this purpose.
    - directly with Pupils and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches our policy, action will be taken in line with our Staff Behaviour and Allegations policy.
  - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our Allegations Policy.

## **6. Pupils use of personal devices and mobile phones**

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
  - Joy Lane Primary School expects pupils' personal devices and mobile phones to be handed in to the Class Teacher subject to Parents and Carers signing an agreement otherwise Pupils are not allowed to bring mobile phones into School.
- If a pupil needs to contact his/her parents or carers they will be allowed to use a School phone.
  - Parents are advised to contact their child via the School Office; exceptions may be permitted on a case by case basis, as approved by the Executive Headteacher.
- Mobile phones or personal devices will not be used by pupils during lessons or formal educational times.
- If a pupil breaches the policy, the phone or device will be confiscated and held in a secure place.
  - Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy.
  - Searches of mobile phone or personal devices will be carried out in accordance with our policy.
  - Pupils' mobile phones or devices may be searched by a member of the Senior Leadership Team, with the consent of the pupil or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies.
  - Mobile phones and devices that have been confiscated will be released to parents/ carers.

- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
  - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our Behaviour Policy.
  - Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
- If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with The Executive Headteacher, Ms D Hines, prior to use being permitted.
    - Any decision regarding allowing access to personal devices in exceptional circumstances will be documented and recorded by the Joy Lane Primary School.

## **7. Visitors' use of personal devices and mobile phones**

- Parents/Carers, visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their mobile phones and personal devices in accordance with our Acceptable use of Technology Policy and other associated policies, including but not limited to Anti-Bullying, Behaviour, Child Protection and Image Use.
- Members of staff are expected to challenge visitors if they have concerns and inform the Executive Headteacher, Ms D J Hines and Head of School, Mr Ashley-Jones, of any breaches of our policy.

## **8. Officially provided mobile phones and devices**

- Members of staff will use a work phone number or an Admin email address, where contact with pupils or parents/ carers is required.
- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- School mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.
- Personal mobile phones may be used by selected Staff approved by the Executive Head Teacher for appropriate School Business and must be suitably protected by passcodes

## **9. Use of Social Media**

### **Expectations**

- The expectations' regarding safe and responsible use of social media applies to all members of Joy Lane Primary School community.
- The term social media may include (but is not limited to) blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger apps or services.
- All members of Joy Lane Primary School community are expected to engage in social media in a positive and responsible manner.
- All members of Joy Lane Primary School community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- We will control Staff access to social media whilst using School provided devices and systems on site.

- The use of social media during School hours for personal use is not permitted for Staff.
- The use of social media during School hours for personal use is not permitted for pupils. Pupils must hand their phones in at the beginning of the day according to a signed agreement between Parents and Carers.
- Concerns regarding the online conduct of any member of Joy Lane Primary School Community on social media, will be reported to the DSL and be managed in accordance with our anti-bullying, allegations against Staff, behaviour and child protection policies.

## **10. Staff personal use of social media**

- Joy Lane Primary School recognises that personal communication through mobile technologies is part of everyday life for many pupils, staff and parents/carers. Mobile technology needs to be used safely and appropriately within Joy Lane Primary School.
- Personal Bluetooth enabled devices, also known as wearable technology must follow our Online Safety & Safeguarding Policies and the below expectations.

### **Reputation**

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the School.
- Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media services. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include, but is not limited to:
  - Setting appropriate privacy levels on their personal accounts/sites.
  - Being aware of the implications of using location sharing services.
  - Opting out of public listings on social networking sites.
  - Logging out of accounts after use.
  - Using strong passwords.
  - Ensuring staff do not represent their personal views as being that of Joy Lane Primary School.
  - Members of staff are encouraged not to identify themselves as employees of Joy Lane Primary School on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online. Staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies, and the wider professional and legal framework.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the DSL immediately if they consider that any content shared on social media sites conflicts with their role.

### **Communicating with learners and parents/carers**

- Staff will not use personal social media accounts to contact pupils or parents/carers, nor should any contact be accepted.
- All members of staff are advised not to communicate with or add any current or past pupils or their family members, as 'friends' on any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSL and the Executive Head Teacher and Head of School.
- Decisions made and advice provided in these situations will be formally recorded in order to safeguard pupils, the setting and members of staff.
- Any communication from pupils and parents received on personal social media accounts will be reported to the Executive Head Teacher and Head of School.

## 11. Pupils use of social media

- Safe and appropriate use of social media will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites and resources.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for pupils.
- Any concerns regarding pupils use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour.
- Concerns regarding pupils use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.
- Pupils will be advised:
  - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
  - to only approve and invite known friends on social media sites and to deny access to others by making profiles private.
  - not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
  - to use safe passwords.
  - to use social media sites which are appropriate for their age and abilities.
  - how to block and report unwanted communications.
  - how to report concerns on social media, both within the setting and externally.

## 12. Official use of Social Media

Joy Lane Primary School official social media channels are:

- [Facebook page](#); [Dojo](#); [ParentMail](#); [JLPS Swim School Facebook](#)
- The official use of social media sites by Joy Lane Primary School only takes place with clear educational or community engagement objectives and with specific intended outcomes.
- The official use of social media as a communication tool has been formally risk assessed and approved by the Executive Head Teacher and Head of School.
- Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
  - Staff use setting provided email addresses to register for and manage official social media channels.
  - Official social media sites are suitably protected and, where possible, are linked to our website.
- Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.

- All communication on official social media platforms by Staff on behalf of Joy Lane Primary School will be clear, transparent and open to scrutiny.
- Parents and carers will be informed of any official social media use with pupils; written parental consent will be obtained.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

### 13. Staff expectations

If members of Staff are participating in online social media activity as part of their capacity as an employee of Joy Lane Primary School, they will:

- Sign our social media acceptable use policy.
- Be aware they are an ambassador for Joy Lane Primary School.
- Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
- Ensure appropriate consent has been given before sharing images on the official social media channel.
- Not disclose information, make commitments or engage in activities on behalf of Joy Lane Primary School, unless they are authorised to do so.
- Not engage with any private/direct messaging with current or past pupils or parents/carers.
- Inform their line manager, the Executive Head Teacher and Head of School of any concerns, such as criticism, inappropriate content or contact from pupils.

### 9. Responding to policy breaches

All members of the Community will be made aware of the reporting procedure using 'My Concern' for online safety concerns, including breaches of filtering, peer on peer abuse, including cyberbullying and youth produced sexual imagery (sexting), online sexual violence and harassment, online abuse and exploitation and illegal content.

- All members of the Community will respect confidentiality and the need to follow the official procedures for reporting concerns using 'My Concern'.
- Pupils, parents and staff will be informed of our complaints procedure and Staff will be made aware of the whistleblowing procedure.
- We require staff, parents, carers and pupils to work in partnership with us to resolve online safety issues.
- After any investigations are completed, the Senior Leadership Team will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- If we are unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Safeguarding Service.
- Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm as appropriate.
- If information relating to a specific incident or a concern needs to be shared beyond our Community, for example if other local settings are involved or the wider public may be at risk, the DSL will speak with the police and/or the Education Safeguarding Service first, to ensure that potential criminal or child protection investigations are not compromised.