




Nutley CE Primary School

Believe and Achieve

Mobile Phones and SMART Technology Policy

Review cycle	1 / 2 / 3 years	Date: March 2025
Approved by	Full Governing Body / Headteacher	
Signed		Date: March 2025
Position	Headteacher	
Date of next Review	March 2027	

Staff behaviour

Phone Calls Home

Within the normal running of the school there are many reasons why various staff may need to contact home, for reasons such as discussing academic progress, behaviour or medical care.

Contact by phone will only be directed towards the landline for the home or the mobile phone of parents/carers. No contact will be attempted directly to devices which are known to be personal to a child.

Contact will only be made using a school landline or school mobile. Any exception to this will be agreed in advance with chair of governors in exceptional circumstances, e.g. Headteacher working only from home. A log will be kept of any phone calls made in this instance.

Online communication

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'

Staff should not give their personal contact details to children-for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

Staff and other adults will not:

- Contact pupils outside the operating times defined by the DSL
- Record virtual lessons or meetings (unless agreed and risk assessed by senior school staff);
- Engage in any 1:1 communication with children via a video call (unless agreed and risk assessed by senior school staff);
- Engage online while children are in a state of undress or semi-undress or take images of children in a state of undress or semi-undress

- seek to communicate/make contact or respond to contact with children outside of the purposes of their work
- engage with any direct or private messaging with current, or past, learners, parents and carers.
- use their own devices to take or record images of pupils for their own personal use or for displays, publicity, to celebrate achievement and to provide records of evidence of the activity.
- display or distribute images of children unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of children which could be considered as indecent or sexual
- take images of a child's injury, bruising or similar (for example, following a disclosure of abuse), even if requested by children's social care
- make audio recordings of a child's disclosure
- publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

Staff and other adults will:

- follow the school's Acceptable Use policy (which provides further detail about the use of mobile devices)
- ensure that their use of technologies could not bring their employer into disrepute
- ensure their privacy settings on social media are high
- refrain from expressing personal opinions about the school where they work and/or events that may have occurred there on social media sites
- refrain from posting on social media any form of inappropriate content for example photographs and/or information that could cause offence or bring their profession into disrepute
- use only equipment and Internet services provided by the school while going about school business
- engage in social media in a positive, safe and responsible manner.

Exposure to inappropriate images

Staff should take extreme care to ensure that children are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (indecent images of children).

Accessing these images, whether using the school's or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children, including sexting/sharing of nudes and semi-nudes and child sexual exploitation, are discovered at the school or on the school's equipment an immediate referral should be made to the police and Single Point of Advice (SPOA). The images/equipment should be secured and there should be no attempt to view or delete the images as this could jeopardise necessary criminal action. If there is any implication of professional misconduct the managing allegations

procedures in the safeguarding and child protection policy should be followed, which will include early consultation with the LADO.

Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and the possibility that they will be at risk of prosecution themselves.

Under no circumstances should any adult use school equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children.

Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way.

This means that staff should:

- abide by the school's acceptable use and online safety policies
- ensure that children cannot be exposed to indecent or inappropriate images

Staff Use of Personal Devices and Mobile Phones

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as Anti-bullying, Behaviour, Child Protection and Staff Code of Conduct.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
- All members of Nutley CE School community are advised to take steps to protect their mobile phones or 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 Nutley CE 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 school with the exception of the staffroom or classroom if no children are present.
- 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 as part of our behaviour policy.
- All members of Nutley CE 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.
- 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 and acceptable use.
- Staff will be advised to:

- o Keep mobile phones and personal devices in a safe and secure place during lesson time.
- o Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
- o Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
- o Not use personal devices during teaching periods, unless written permission has been given by the headteacher, such as in emergency circumstances.
- o Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- o Take their mobile phones with them whilst off site and supervising children, including trips to the school field, so they can contact the school office in an emergency. They should only be using their phones for emergencies whilst off site.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
- o Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or deputies) and headteacher.
- Staff will not use personal devices:
 - o To take photos or videos of learners and will only use work-provided equipment for this purpose.
 - o Directly with learners and will only use work-provided equipment during lessons or educational activities.
- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy
- o 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, the police will be contacted.

Reducing Online Risks

Nutley CE School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.

We will regularly review the methods used to identify, assess and minimise online risks.

Nutley CE School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community.

We will control learner and staff access to social media whilst using setting provided devices and systems on site. Only two staff members have access to social media platforms on school devices

(Julie Marshall and Karen Smith) and their access is strictly for use on the school social media sites and is subject to Smoothwall filtering.

The use of social media during setting hours for personal use is not permitted using school devices. Staff may access their social media accounts during school hours at break times using their mobile phones away from the children.

Inappropriate or excessive use of social media during setting hours or whilst using setting devices may result in disciplinary or legal action and/or removal of internet facilities.

Concerns regarding the online conduct of any member of Nutley CE School community on social media, should be reported to the DSL (or deputy DSL) and the headteacher and will be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

Images and Videos Online

We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) the: cameras and image use, data security, acceptable use policies, codes of conduct/behaviour, social media and use of personal devices and mobile phones.

Staff Personal Use of Social Media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of our code of conduct/behaviour policy as part of acceptable use policy.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and 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 learners and their family members or colleagues will not be shared or discussed on social media sites.

Pupils

Online Communication

Learners will be advised:

- o To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location.
- o To only approve and invite known friends on social media sites and to deny access to others by making profiles private.
- o Not to meet any online friends without a parent/carers or other responsible adult's permission and only when a trusted adult is present.
- o To use safe passwords.

- o To use social media sites which are appropriate for their age and abilities.
- o How to block and report unwanted communications.
- o How to report concerns both
- o To remove a social media conversation thread if they are the administrator of such a thread that may have been used in an inappropriate way such as with threatening, hurtful or defamatory content.

Learners' Use of Personal Devices such as SMART technology and Mobile Phones

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Nutley CE School expects learners' personal devices and mobile phones to be turned off and handed into the school office for safekeeping during the school day. Pupils are discouraged from bringing devices to school. Pupil use of mobile phones and personal devices is not permitted within the school day.
- If a learner needs to contact his/her parents or carers this will be done for them, via the school landline, by a member of staff.
- Learners mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies. www.gov.uk/government/publications/searching-screening-and-confiscation)
- If there is suspicion that material on a learner'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.
- SMART watches are not allowed in school.

Visitors' Use of Personal Devices and Mobile Phones

- Parents/carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputies) or headteacher of any breaches our policy.

For further guidance, please refer to our online safety policy.