St Peter's C of E Primary School

'Learning to Light the Way'

Mobile & Smart Technology and Social Media Policy

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Governor Responsible for this Policy	**Pamela Lock Chair of Governors**
Team Responsible for this Policy	**FGB**
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Built upon courage, compassion and respect, excellence in learning and ambition in teaching, our school lights the way to a world of possibilities.

With relationships at our core, we nurture every individual. Each unique contribution is valued. All flourish, making a difference as global citizens and as a beacon in our local community.

The Governors and Staff of St Peter's Church of England Primary School believe our school policies help us to continuously improve the school and ensure that each child is valued and encouraged. We recognise that all children have potential and through the school polices we aim to create a caring and well-ordered environment in which our school family can learn and develop.

Being a Church of England Primary school means we embrace the following Christian Values, which guide all aspects of school life and underpin our school policies.

Courage Compassion Respect

Matthew 5: 14-16

'A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.'

Mobile & Smart Technology Policy

1. Policy aims and scope

- This policy has been written by St Peter's Primary, involving staff, children and parents/carers, building on Kent County Councils LADO and Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE), 'Working Together to Safeguard Children' (WTSC), the DfE non-statutory guidance 'Behaviour in Schools Advice for headteachers and school staff', 'Searching, screening and confiscation at school', 'Mobile Phones in Schools' and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the St Peter's Primary community when using mobile devices and smart technology.
  - St Peter's Primary recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using mobile and smart technology.
  - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), Mrs J Langton Head Teacher, is recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images.
- This policy applies to children, 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).

2. 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)
  - Behaviour and discipline policy
  - Cameras and image use policy
  - Child protection policy
  - Code of conduct
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - Data security
  - Social media

3. Safe use of mobile and smart technology expectations

- St Peter's Primary recognises that use of mobile and smart technologies is part of everyday life for many children staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the St Peter's Primary 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.
    - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are only to be used in staff only areas where children are not present including the staffroom and school offices.
- The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of the St Peter's Primary community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

4. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
- Staff will be advised to:
    - Keep mobile phones and personal devices on silent in a safe and secure place during lesson time such as in a drawer, cupboard or bag.
    - Keep personal mobile phones and devices switched off or set 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 headteacher, such as in emergency circumstances.
    - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting children or parents and carers.
    - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and/or headteacher
- Staff will only use school provided equipment (not personal devices):
    - to take photos or videos of children in line with our image use policy.
    - to work directly with children during lessons/educational activities.
    - to communicate with parents/carers.

- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteache/manager, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct 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.

5. Children use of mobile and smart technology

- Children will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to children as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies
- Mobile phones and/or personal devices will not be used on site by children.
- St Peter's Primary expects children's personal devices and mobile phones to be kept safe and secure when on site. This means they must be switched off and handed in to the office.
    - Parents are advised to contact their child via the school office.

5.1 Screening, searching and confiscation of electronic devices

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding children's use of mobile technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a child personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the police will be contacted.

6. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that all mobile phones and devices are switched off at all times on site and are safely stored in a bag or pocket.

- Appropriate signage and information are in place on arrival in school to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with children as part of multi-agency activity, this will be discussed with the headteacher prior to use being permitted.
- Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or headteacher of any breaches of our policy.

7. Policy monitoring and review

- Technology evolves and changes rapidly. St Peter's Primary will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance through staff training and our **AUPs.**

8. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes our child protection policy
- Where children breach this policy:
  - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
  - concerns will be shared with parents/carers as appropriate.
  - we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and children to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Children, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from Kent County Council or other agencies, as appropriate, in accordance with our child protection policy.

Social Media Policy

1. Policy aims and scope

- This policy has been written by St Peter's Primary, involving staff, children and parents/carers, building on Kent County Councils LADO and Education Safeguarding Advisory Service Social Media policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE), 'Working Together to Safeguard Children'(WTSC) and non-statutory DfE 'Behaviour in Schools Advice for headteachers and school staff' and 'Searching, screening and confiscation at school', and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of St Peter's Primary community when using social media.
  - St Peter's Primary recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using social media.
  - As outlined in our child protection policy, the Designated Safeguarding Lead (DSL), Mrs Joanna Langton Headteacher is recognised as having overall responsibility for online safety.
- The policy applies to all use of social media; the term social media includes, 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 other online communication services.
- This policy applies to children 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).

2. 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)
  - Behaviour and discipline policy
  - Cameras and image use policy
  - Child protection policy
  - Code of conduct
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - Data security
  - Mobile and smart technology

3. General social media expectations

- St Peter's Primary believes everyone should be treated with kindness, respect and dignity. Even though online spaces may differ in many ways, the same standards of behaviour are expected online as offline and all members of the St Peter's Primary community are expected to engage in social media in a positive and responsible manner.
- All members of the St Peter's Primary 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 learner and staff access to social media whilst using school provided devices and systems on site. **The school uses the Smoothwall filtering and monitoring systems provided by Kent.**
- Inappropriate or excessive use of social media during school hours or whilst using school devices may result in removal of internet access and/or disciplinary action.
- The use of social media or apps, for example as a formal remote learning platform will be robustly risk assessed by the DSL and/or headteacher prior to use. Any use will take place in accordance with out our remote learning Acceptable Use Policy.
- Concerns regarding the online conduct of any member of St Peter's Primary community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including anti-bullying, allegations against staff, behaviour, home school-agreements, staff code of conduct, Acceptable Use Policies, and child protection.

4. Staff use of social media

- The use of social media during school hours for personal use is not permitted for staff.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct and acceptable use of technology policy.
- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction. Advice will be provided and updated via staff training and additional guidance and resources will be shared with staff as required on a regular basis.
- Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our child protection and allegations against staff policy.

4.1 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. This may 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 the school.

- Members of staff are encouraged not to identify themselves as employees of St Peter's Primary 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 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 reputation and legal framework. All members of staff are encouraged to carefully consider the information, including text and images, they share and post on social media.
- Information and content that staff members have access to as part of their employment, including photos and personal information about children and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

4.2 Communicating with children and their families

- Staff will not use any personal social media accounts to contact children or their family members.
- All members of staff are advised not to communicate with or add any current or past children or their family members, as 'friends' on any personal social media accounts.
- Any communication from children and parents/carers received on personal social media accounts will be reported to the DSL (or deputy) and/or the headteacher
- Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL and the headteacher. Decisions made and advice provided in these situations will be formally recorded to safeguard children members of staff and the setting.
- If ongoing contact with children is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

5. Official use of social media

- St Peter's Primary official social media channels are Twitter.
- The official use of social media sites by St Peter's Primary only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been formally risk assessed and approved by the headteacher prior to use.
- Official social media sites are suitably protected and, where possible, run and/or linked to/from our website.
    - 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.

    - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- 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 the setting will be clear, transparent and open to scrutiny. Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- Parents/carers and children will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with children; any official social media activity involving children will be moderated if possible and written parental consent will be obtained as required.
- 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.
- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professionals accounts where possible, to avoid blurring professional boundaries.
- If members of staff are managing and/or participating in online social media activity as part of their capacity as an employee of the setting, they will:
    - Read and understand our Acceptable Use Policy.
    - Where they are running official accounts, sign our social media Acceptable Use Policy.
    - Be aware they are an ambassador for the 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.
    - Follow our image use policy at all times, for example ensuring that appropriate consent has been given before sharing images.
    - Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
    - Not engage with any private or direct messaging with current or past children or their family members.
    - Inform their line manager, the DSL (or deputy) and/or the headteacher of any concerns, such as criticism, inappropriate content or contact from children.

6. Children use of social media

- The use of social media during school hours for personal use is not permitted for children.
- Many online behaviour incidents amongst children and young people occur on social media outside the school day and off the school premises. Parents/carers are responsible for this behaviour; however, some online incidents may affect our culture and/or pose a risk to children and young people's health and well-being. Where online behaviour online poses a threat or causes harm to another child, could have repercussions for the orderly running of the school when the child is identifiable as a

member of the school, or if the behaviour could adversely affect the reputation of the school, action will be taken in line with our behaviour and child protection policies.

- St Peter's Primary will empower our children to acquire the knowledge needed to use social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to children as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies including RSE and Computing.
- Children 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, for example 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.
- Any concerns regarding children use of social media will be dealt with in accordance with appropriate existing policies, including anti-bullying, child protection and behaviour.
- The DSL (or deputy) will respond to social media concerns involving safeguarding or child protection risks in line with our child protection policy.
- Sanctions and/or pastoral/welfare support will be implemented and offered to children as appropriate, in line with our child protection and behaviour policy. Civil or legal action may be taken if necessary.
- Concerns regarding children use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

7. Policy monitoring and review

- Technology evolves and changes rapidly. St Peter's Primary will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the St Peter's Primary will monitor policy compliance through staff training and our AUP.

8. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes **child protection and/or behaviour policy.**

- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and children to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Children parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from Kent County Council or other agencies, as appropriate, in accordance with our child protection policy.