

# Shipbourne School



## Mobile Technology and Social Media Policy

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**Designated Safeguarding Lead (s): Terri Daters, Alison Holmes, Julie Harvey**

**Deputy Designated Safeguarding Lead: Cherry Headon**

**Named Governor with lead responsibility: Ros Fisher**

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

- 1.1 The mobile technology and social media policy has been written by Shipbourne School, involving staff, learners and parents/carers, building on The Education People policy template, with specialist advice and input as required.
- 1.2 It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2021, '[Early Years and Foundation Stage](#) 2021 , '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- 1.3 The purpose of Shipbourne School mobile technology and social media policy is to safeguard and promote the welfare of all members of Shipbourne School community when using mobile devices or social media.
- 1.4 Shipbourne 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.
- 1.5 Shipbourne School identifies that the mobile devices, such as computers, tablets, mobile phones, smart watches 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.
- 1.6 Shipbourne 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

- 2.2 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).
- 2.3 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

- 3.1 This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP) and/or the Code of conduct/staff behaviour policy
  - Behaviour and discipline policies
  - Cameras and image use policy
  - Child protection policy
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)

- Data security/confidentiality
- Online Safety
- Searching, screening and confiscation policy
- Allegations against staff
- Staff behaviour and code of conduct

## **4. Monitoring and review**

- 4.1 Technology evolves and changes rapidly; as such Shipbourne 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.
- 4.2 We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- 4.3 To ensure they have oversight of online safety, the Executive Headteacher will be informed of online safety concerns, as appropriate.
- 4.4 The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing board.
- 4.5 Any issues identified via monitoring policy compliance will be incorporated into our action planning.

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

### **5.1 Expectations**

- 5.1.1 Shipbourne 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.
- 5.1.2 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 anti-bullying, behaviour and child protection and with the law.
- 5.1.3 Electronic devices of any kind that are brought onto site are the responsibility of the user.
  - All members of Shipbourne 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 Shipbourne School community are expected 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

- 5.1.4 Mobile phones and personal devices are not permitted to be used in classrooms during teaching hours. Class i-pads are not permitted in toilets and should not be used by pupils during break-times unless supervised by staff.
- 5.1.5 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, including staff code of conduct.
- 5.1.6 All members of Shipbourne 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.

## **5.2 Staff use of personal devices and mobile phones**

- 5.2.1 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 of technology.
- 5.2.2 Staff will be advised to:
- keep mobile phones and personal devices in a safe and secure place (desk drawer or staffroom) during lesson time. They should not be kept in the EYFS classroom.
  - 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. The office should remain the main point of contact for emergencies – personal phones may be left with office staff or the office number shared.
  - ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- 5.2.3 Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
- Any pre-existing relationships which could undermine this, will be discussed with the Head of School (and DSL where the roles are separate).
- 5.2.4 Staff will not use personal devices or mobile phones:
- to take photos or videos of learners and will only use work-provided equipment for this purpose.
  - directly with learners and will only use work-provided equipment during lessons/educational activities.
  - work emails may be accessed on personal devices but only if fully password protected and with personal wellbeing in mind.

- In line with data protection guidelines, sensitive information should only be shared by email if absolutely necessary and only via professional email accounts. Using full names of pupils and parents should be avoided.

5.2.5 If a member of staff breaches our policy, action will be taken in line with our staff conduct and managing allegations policies.

5.2.6 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 managing allegations policy.

### **5.3 Learners use of personal devices and mobile phones**

5.3.1 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.

5.3.2 Shipbourne School expects learners' personal devices and mobile phones to be left at home or left in the school office at the start of the day if parental permission has been given.

5.3.3 If a learner needs to contact his/her parents or carers they will ask a member of staff to do this for them.

5.3.4 Wearable devices ('Smart Watches') are discouraged but, if worn, should be disconnected from any mobile network.

5.3.5 Any concerns regarding learners use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.

- If a learner breaches the policy, the phone or device will be confiscated and held in a secure place until collected by a parent/carer.
- Staff may confiscate a learner'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.
- Learner's 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.
- Mobile phones and devices that have been confiscated will be released to parents/ carers at the end of the day.
- 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 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.

## **5.4 Visitors' use of personal devices and mobile phones**

- 5.4.1 Parents/carers and visitors, including volunteers and contractors, should ensure that any mobile phones or personal devices brought into school are switched off or to silent.
- 5.4.2 Appropriate signage and information is displayed at the sign in desk in the office to inform parents/carers and visitors of expectations of use.
- 5.4.3 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.
- 5.4.4 Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) and/or Head of School of any breaches of our policy.

## **5.5 Officially provided mobile phones and devices (not currently in use)**

- 5.5.1 Shipbourne 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.
- 5.5.2 Shipbourne School mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

## **6. Use of Social Media**

### **6.1 Expectations**

- 6.1.1 The expectations' regarding safe and responsible use of social media applies to all members of Shipbourne School community.
- 6.1.2 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.
- 6.1.3 All members of Shipbourne School community are expected to engage in social media in a positive and responsible manner.
- 6.1.4 All members of Shipbourne 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.
- 6.1.5 We will control learner and staff access to social media whilst using provided devices and systems on site.
- 6.1.6 The use of social media during Shipbourne School teaching hours for personal use is not permitted for staff.
- 6.1.7 The use of social media whilst onsite is not permitted for learners.

- 6.1.8 Inappropriate or excessive use of social media during Shipbourne School working hours or whilst using Shipbourne School devices may result in removal of internet access and/or disciplinary action.
- 6.1.9 Concerns regarding the online conduct of any member of Shipbourne School community on social media, will be reported to the DSL and/or Head of School and will be managed in accordance with existing policies, including anti-bullying, allegations against staff, behaviour and child protection.

## **6.2 Staff personal use of social media**

- 6.2.1 The safe and responsible use of social media 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.
- 6.2.2 Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct/behaviour policy and acceptable use of technology policy.
- 6.2.3 Any complaint about staff misuse or policy breaches will be referred to the Head of School, in accordance with our allegations against staff policy.
- 6.2.4 Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- 6.2.5 If appropriate, disciplinary, civil and/or legal action will be taken in accordance with our staff behaviour policy/code of conduct.

### **Reputation**

- 6.2.6 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.
- 6.2.7 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.
- 6.2.8 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.
- 6.2.9 Ensuring staff do not represent their personal views as being that of the setting.
- 6.2.10 Members of staff are encouraged not to identify themselves as employees of Shipbourne 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.



- 6.2.11 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.
- 6.2.12 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.
- 6.2.13 Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

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

- 6.2.14 Staff will not use any personal social media accounts to contact learners or parents/carers, nor should any contact be accepted.
- 6.2.15 All members of staff are advised not to communicate with or add any current or past learners or their family members, as 'friends' on any personal social media sites, applications or profiles.
- 6.2.16 Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSL and the Head of School.
- 6.2.17 Decisions made and advice provided in these situations will be formally recorded in order to safeguard learners, the setting and members of staff.
- 6.2.18 If ongoing contact with learners is required once they have left the setting, members of staff will be expected to use official setting provided communication tools.
- 6.2.19 Any communication from learners and parents received on personal social media accounts will be reported to the DSL (or deputy) and the Head of School.

### **6.3 Learners use of social media**

- 6.3.1 Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach via age appropriate sites and resources.
- 6.3.2 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 learners under the required age as outlined in the services terms and conditions.
- 6.3.3 Learners 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.
- 6.3.4 Any concerns regarding learners use of social media will be dealt with in accordance with existing policies, including anti-bullying, child protection and behaviour.
- 6.3.5 The DSL (or deputy) will respond to online safety concerns involving safeguarding or child protection risks in line with our child protection policy.
- 6.3.6 Sanctions and/or pastoral/welfare support will be implemented and offered to learners as appropriate, in line with our behaviour policy. Civil or legal action will be taken if necessary.
- 6.3.7 Concerns regarding learners use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

## **6.4 Official use of social media**

- Shipbourne School official social media channels are: Facebook Group
- The official use of social media sites by Shipbourne 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 risk assessed, approved and administered by the 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, run and/or linked to/from our website.
- Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- 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.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- 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 participating in online social media activity as part of their capacity as an employee of the setting, they will:
  - Sign our social media acceptable use policy.
  - Be aware they are an ambassador for the setting.
  - 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 the setting, unless they are authorised to do so.
  - Not engage with any private/direct messaging with current or past learners or parents/carers.
  - Inform their line manager, the DSL (or deputy) and/or the Head of School of any concerns, such as criticism, inappropriate content or contact from learners.

## 7. Responding to policy breaches

- 7.1.1 All members of the community will be made aware of how the Shipbourne School will monitor policy compliance through AUPs, staff training, classroom management.
- 7.1.2 All members of the community are informed of the need to report policy breaches or concerns in line with existing Shipbourne School policies and procedures.
- 7.1.3 All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- 7.1.4 Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- 7.1.5 We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- 7.1.6 If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- 7.1.7 If we are unsure how to proceed with an incident or concern, the DSL (or deputy) and/or Head of School will seek advice from the Education People's Education Safeguarding Service ([www.theeducationpeople.org/products/safeguarding/education-safeguarding-team-contacts/](http://www.theeducationpeople.org/products/safeguarding/education-safeguarding-team-contacts/)) or other agency in accordance with our child protection policy.
- 7.1.8 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.