



Lamberhurst St Mary's CEP (VC) School

Mobile Technology and Social Media Policy

(Taken from the KCC Model Policy, September 2020)

1st Edition

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. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Designated Safeguarding Lead (s): Mrs C Bromley, Headteacher
Mrs N Mitchell, Deputy Headteacher
Mrs G Turner-Moore, Senior Teacher

Named Governor with lead responsibility: Mrs J Tobin, Safeguarding Governor

Date written	October 2020
Date of approval by Governing Body	9 November 2020
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Autumn term 2021

Disclaimer

The Education People and the leadership of Lamberhurst St Mary's Primary School make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable.

1. Policy Aims

- 1.1 This mobile technology and social media policy has been written by Lamberhurst St Mary's School, involving staff, pupils and parents/carers, building on the 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](#)" 2020, [Early Years and Foundation Stage](#) 2017, '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- 1.3 Lamberhurst St Mary's School is currently operating in response to coronavirus (Covid-19); our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020 and related guidance, however, remain the same.
 - Where children are asked to learn online at home in response to a full or partial closure, Lamberhurst St Mary's School will follow expectations as set out within the Child Protection Policy and Child Protection Policy Addendum, April 2020, in line with DfE Guidance, 'Safeguarding and remote education during coronavirus (COVID-19)' 2020.
- 1.4 The purpose Lamberhurst St Mary's School mobile technology and social media policy is to safeguard and promote the welfare of all members of Lamberhurst St Mary's School community when using mobile devices or social media on site and at home.
- 1.5 Lamberhurst St Mary's 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.
- 1.6 Lamberhurst St Mary's 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.
- 1.7 Lamberhurst St Mary's 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

- 2.1 This policy applies to pupils, 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 school (collectively referred to as 'staff' in this policy) as well as pupils and parents and carers.
- 2.2 This policy applies to all access to and use of mobile technology and social media, both on and off-site.

3. Links with other policies and practices

This policy links with a number of 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 policy
- Child protection policy
- Confidentiality policy
- Curriculum policies, such as: Computing, Personal Social & Health Education (PSHE), and Sex and Relationships Education (SRE)
- Data security
- Image use policy
- Online Safety

4. Monitoring and Review

- 4.1 Technology in this area evolves and changes rapidly. Lamberhurst St Mary's 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 the technical infrastructure.
- 4.2 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.
- 4.3 To ensure they have oversight of online safety, the 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, a regular basis to the governing body.
- 4.5 Any issues identified via monitoring policy compliance will be incorporated into our action planning.

5. Responding to policy breaches

- 5.1 All members of the community will be made aware of how the school will monitor policy compliance, e.g. through our Acceptable Use of Technology policy, staff training, classroom management.
- 5.2 All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- 5.3 All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- 5.4 Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- 5.5 We require staff, parents/carers and pupils to work in partnership with us to resolve issues.
- 5.6 If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- 5.7 If we are unsure how to proceed with an incident or concern, the Headteacher and DSL (or deputy DSLs) will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.
- 5.8 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.

6. Mobile Technology: Use of Personal Devices and Mobile Phones in Lamberhurst St Mary's School

6.1 Expectations

- 6.1.1 Lamberhurst St Mary's 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.
- 6.1.2 All use of mobile technology, including 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 or imagery), will take place in accordance with our policies, such as anti-bullying, behaviour and child protection and with the law.
- 6.1.3 Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of Lamberhurst St Mary's 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.
 - 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
- 6.1.4 Mobile phones and personal devices are not permitted to be used by pupils during the school day within the school site.
- 6.1.5 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. Amend as appropriate.
- 6.1.6 All members of Lamberhurst St Mary's 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.

6.2 Staff use of personal devices and mobile phones

- 6.2.1 Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as relevant school policy and procedures, such as: Confidentiality, Child protection, Data security and Acceptable Use of Technology.
- 6.2.2 Staff will be advised to:
- Keep mobile phones and personal devices in a safe and secure place during lesson times.
 - 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 Headteacher, 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.
- 6.2.3 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 Designated Safeguarding Lead (or deputy).
- 6.2.4 Staff will only use school provided equipment (not personal devices), except by prior agreement with the Headteacher who will report the decision to governors:
- to take photos or videos of pupils and will only use work-provided equipment for this purpose.
 - to work directly with pupils during lessons/educational activities.
 - to communicate with parents and carers.
- 6.2.5 Where remote learning activities are in operation because of Covid-19, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the acceptable use policy.
- 6.2.6 If a member of staff breaches our policy, action will be taken in line with our school behaviour and allegations policy.
- 6.2.7 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 a personal device or mobile phone, the police will be contacted and the LADO using (Local Authority Designated Officer) will be informed in line with our allegations policy.

6.3 Pupils' Use of Personal Devices and Mobile Phones

- 6.3.1 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.
- 6.3.2 Mobile devices are not permitted at Lamberhurst St Mary's School for pupils, including on outings, daytrips and residential trips. Devices brought to school must be handed to the school office for the duration of the school day for safe keeping.
- 6.3.3 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 during school hours.
- 6.3.4 Mobile phones or personal devices will not be used on site by pupils during lessons or formal school time, unless as part of an approved and directed curriculum based activity with consent from a member of staff.
- The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
- 6.3.5 If members of staff have an educational reason to allow children to use their mobile phones or personal devices as part of an educational activity, it will only take place when approved by the Leadership Team.
- Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the pupil and/or their parents carers before use is permitted.
- 6.3.6 Where pupils' mobile phones or personal devices are used when learning at home, such as in response to local or full lockdowns, this will be in accordance with our Acceptable Use Policy and School Behaviour policy.
- 6.3.7 Mobile phones and personal devices must not be taken into examinations.
- Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
 - If a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place.
- 6.3.8 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.
- School 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.
 - Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers with the school policy.
 - 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 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.

6.4 Visitors' Use of Personal Devices and Mobile Phones

- 6.4.1 Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's Acceptable use of technology policy and other associated policies, such as: Anti-bullying, Behaviour, Child protection and Image use.

- 6.4.2 Appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- 6.4.3 Visitors (including volunteers and contractors) who are on site for a regular or extended period are expected to use their mobile phones and personal devices in accordance with our acceptable use of technology policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- 6.4.4 Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) of any breaches of our policy.

6.5 Officially provided mobile phones and devices

- 6.5.1 Members of staff will be issued with a work phone number in addition to their work email address, where contact with pupils or parents/carers is required.
- 6.5.2 Staff providing formal remote learning because of Covid-19 restrictions, will do so using school provided equipment in accordance with our acceptable use policy.
- 6.5.3 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.
- 6.5.4 Where staff or pupils are using school provided mobile phones and/or devices, they will be informed prior to use that activity may be monitored for safeguarding reasons and to ensure policy compliance.
- 6.5.5 School mobile phones and devices will always be used in accordance with the Acceptable use of technology policy and other relevant policies.

7. Use of Social Media in Lamberhurst St Mary's School

7.1 Expectations

- 7.1.1 The expectations regarding safe and responsible use of social media applies to all members of Lamberhurst St Mary's School community.
- 7.1.2 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.
- 7.1.3 All members of Lamberhurst St Mary's School community are expected to engage in social media in a positive, safe and responsible manner.
- 7.1.4 All members of Lamberhurst St Mary's 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.
- 7.1.5 We will control pupil and staff access to social media whilst using school provided devices and systems on site. (Social media sites are currently blocked on all school devices and staff use of personal device access should be limited to break/lunchtimes when they are not on duty with children).
- 7.1.6 The use of social media during school hours for personal use is not permitted for pupils.
- 7.1.7 Inappropriate or excessive use of social media during school/work hours or whilst using school devices may result in disciplinary or legal action and/or removal of internet facilities.
- 7.1.8 The use of social media or apps as a formal remote learning platform following Covid-19 restrictions will be robustly risk assessed by the DSL prior to use by staff or pupils. The use of such platforms will only take place in accordance with our acceptable use policy.
- 7.1.9 Concerns regarding the online conduct of any member of Lamberhurst St Mary's School community on social media will be reported to the DSL and managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

7.2 Staff Personal Use of Social Media

- 7.2.1 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.
- 7.2.2 Safe and professional online behaviour will be outlined for all members of staff (including volunteers) as part of our Code of conduct and the acceptable use of technology policy.
- 7.2.3 Any complaint about staff misuse or policy breaches will be referred to the headteacher, in accordance with our allegations against staff policy.
- 7.2.4 Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- 7.2.5 If appropriate, disciplinary, civil and/or legal action will be taken in accordance with our staff behaviour policy/code of conduct.

Reputation

- 7.2.6 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.
- 7.2.7 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.
- 7.2.8 All members of staff are advised to safeguard themselves and their privacy when using social media sites. 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):
 - School appropriate privacy levels of 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.
- 7.2.9 Members of staff are encouraged not to identify themselves as employees of Lamberhurst St Mary's School on their personal social networking accounts. This is to prevent information being linked with the school and to safeguard the privacy of staff members.
- 7.2.10 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 with our policies and the wider professional and legal framework.
- 7.2.11 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.
- 7.2.12 Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role in the school.

Communicating with pupils and parents and carers

- 7.2.13 Staff will not use any personal social media accounts to contact pupils or parents, nor should any contact be accepted, except in circumstances whereby prior approval has been given by the Headteacher, e.g. staff who are parents of pupils in the school are permitted to engage 'carefully' in class parent groups.
- 7.2.14 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.
- 7.2.15 Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead.

- 7.2.16 Decisions made and advice provided in these situations will be formally recorded in order to safeguard pupils, the school and members of staff.
- 7.2.17 If ongoing contact with pupils is required once they have left the school roll, members of staff will be expected to use existing alumni networks or use official school provided communication tools.
- 7.2.18 Any communication from pupils and parents received on personal social media accounts will be reported to the schools Designated Safeguarding Lead (or deputy).

7.3 Pupils' Personal Use of Social Media

- 7.3.1 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.
- 7.3.2 We are aware that many popular social media sites state that they are not for children under the age of 13, or in some cases higher. As such, we will not create accounts specifically for children under the required age as outlined in the services terms and conditions.
- 7.3.3 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.
- 7.3.4 Any concerns regarding pupils' use of social media will be dealt with in accordance with existing policies, including anti-bullying, child protection and behaviour.
- 7.3.5 The DSL (or deputy) will respond to online safety concerns involving safeguarding or child protection risks in line with our child protection policy.
- 7.3.6 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.
- 7.3.7 The school actively discourages and disapproves of parents who allow their children to access age-inappropriate online groups and material.

7.4 Official Use of Social Media

The school does not currently use social media officially as a communication channel. However the PTA has an official Facebook site which is monitored by the Chair and its use discussed regularly with the Headteacher.

- 7.4.1 Lamberhurst St Mary's School official social media channels are: Lamberhurst St Mary's PTA Facebook site.
- 7.4.2 The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes.
- 7.4.3 The official use of social media as a communication tool has been formally risk assessed and approved by the Headteacher.
- 7.4.4 Leadership staff have access to account information and login details for the social media channels, in case of emergency, such as staff absence.
- 7.4.5 Official school social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
- 7.4.6 Staff use school provided email addresses to register for and manage any official school social media channels.

- 7.4.7 Official social media sites are suitably protected and where possible will link back to the school website.
- 7.4.8 Public communications on behalf of the school will, where appropriate and possible, be read and agreed by at least one other colleague.
- 7.4.9 Official social media use will be conducted in line with existing policies, including but not limited to: Anti-bullying, Image use, Data protection, Confidentiality and Child protection.
- 7.4.10 All communication on official social media platforms by staff on behalf of the school will be clear, transparent and open to scrutiny.
- 7.4.11 Parents, carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- 7.4.12 Only social media tools which have been risk assessed and approved as suitable for educational purposes will be used.
- 7.4.13 Any official social media activity involving pupils will be moderated by the school where possible.
- 7.4.14 Parents and carers will be informed of any official social media use with pupils, written parental consent will be obtained, as required.
- 7.4.15 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.
- 7.4.16 If members of staff are participating in online social media activity as part of their capacity as an employee of the school, they will:
- 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.
 - 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) of any concerns, such as criticism, inappropriate content or contact from learners