



**KITE COLLEGE**

Kent Inclusive Technical Education

# Mobile and Smart Technology Policy

Version		Signature
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Learning & Inclusion		
Next Review Due:		

## Contents

1. Policy aims and scope .....	3
2. Links with other policies.....	3
3. Safe use of mobile and smart technology expectations .....	4
4. KITE provided devices .....	4
5. Staff use of mobile and smart technology.....	5
6. Learners use of mobile and smart technology.....	6
7. Visitors' use of mobile and smart technology.....	7
8. Policy monitoring and review .....	7
9. Responding to policy breaches .....	7

# 1. Policy aims and scope

This policy has been written by KITE college, involving staff, learners and parents/carers, building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance 'Keeping Children Safe in Education' 'Working Together to Safeguard Children' 2018 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 KITE community when using mobile devices and smart technology.

- KITE 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 and smart technology.
- As outlined in our Child & Adult Protection Policy, the Designated Safeguarding Lead/Principal 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 or images.

This policy applies to learners, parents/carers and all staff, including the Trustees, leadership team, tutors, 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)
- Staff Discipline & Conduct policy
- Child & Adult Protection & Safeguarding policy
- Staff Code of Behaviour policy
- Curriculum policy
- Online Safety policy
- Social media policy
- Searching, screening and confiscation policy

### 3. Safe use of mobile and smart technology expectations

- KITE recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the KITE 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 not permitted to be used in specific areas on site, such as, classrooms, workshops (unless photographing work and with staff permission) toilets etc.
- 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, behaviour and child & adult protection policies.
- All members of the KITE 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 & adult protection policies or staff code of behaviour or staff code of behaviour.

### 4. KITE provided devices

KITE devices will be suitably protected via a passcode/password/PIN

All KITE data will be accessed using devices that are subject to Multi Factor Authentication.

Staff will be informed prior to use of KITE devices via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

KITE devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

## 5. 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 KITE policy and procedures, such as child & Adult protection, GDPR, staff Code of Behaviour and Acceptable Use Policies.

All wifi use, even on personal devices is subject to college Filtering & Monitoring.

Staff will be advised to:

Keep mobile phones and personal devices in a safe and secure place, lockers, staffroom or locked drawer during lesson times.

Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times /when on duty or when in contact with learners.

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 permission has been given by their line manager, 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 learners or parents and carers unless caller ID is disabled and line manager is aware.

.Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL/Principal.

.Not to take photos or videos of learners on personal devices.

to work directly with learners during lessons/educational activities.

- If a member of staff breaches our policy, action will be taken in line with our code of behaviour policy, Discipline 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 Against staff policy.

## 6. Learner's use of mobile and smart technology

- Learners 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 learners as part of an embedded and progressive safeguarding education. Further information is contained within our child protection and relevant specific curriculum policies.
- Mobile phones or personal devices will not be used by learners during lessons or formal educational 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.
- Staff will only allow learners to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the Leadership Team.
- Mobile phones or personal devices can be used by learners during break or free time, but any use must be in accordance with our anti-bullying and behaviour policy. If learners breach our policies, this may be revoked.
- KITE expects learners' personal devices and mobile phones to be kept safe and secure when on site. This means:
  - Devices are kept in a secure place.
  - Parents are advised to contact their child via the office; exceptions may be permitted on a case-by-case basis, as approved by the Principal & SLT.
  - Mobile phones and personal devices must not be taken into examinations. Learners found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
- 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.
- SLT may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child & adult protection, behaviour or anti-bullying policy.
- Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.

. Where there is a concern that a learner is at risk of harm, we will contact respond in line with our child & adult protection policy.

## 7. Visitors' use of mobile and smart technology

- Visitors, including volunteers and contractors, are expected to ensure that:
  - mobile and smart technology use is in accordance with our acceptable use of technology policy and other associated policies, including child & adult protection.
  - If visitors require access to mobile and smart technology, for example when working with learners as part of multi-agency activity, this will be discussed with SLT prior to use being permitted.
  - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the setting. 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/principal of any breaches of our policy.

## 8. Policy monitoring and review

- Technology evolves and changes rapidly. KITE 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/setting will monitor policy compliance:

## 9. 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/setting policies and procedures.
- 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 learners 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.
- Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.