

# The Minerva Learning Trust



## MOBILE TECHNOLOGIES POLICY

Recommended for adoption by the Human Resources/Health and Safety Committee  
of the Minerva Learning Trust.

Minerva Learning Trust  
Bridport Primary School  
Burton Bradstock CE Primary School  
St Mary's CE Primary School  
The Sir John Colfox Academy

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Policy Written by

The Minerva Learning Trust

Ratified by  
The Minerva Learning Trust Board

5 May 2020

Date for Review

May 2023

Signature of Chair

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## Introduction

Mobile technology devices may be a school owned or privately owned smartphone, tablet, laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud-based services such as email and data storage.

The absolute key to considering the use of mobile technologies is that students, staff and the wider school community understand that the primary purpose of having their personal device at school is educational and that this is irrespective of whether the device is school owned/provided or personally owned.

This policy should be read in conjunction with the Safeguarding Policy, Anti-Bullying Policy, Acceptable Use Policy, policies around theft or malicious damage, the Behaviour Policy and Personal Data Handling Policy. Teaching about the safe and appropriate use of mobile technologies should be included in the online safety education programme.

The Minerva Learning Trust allows:

	School Devices			Personal Devices			
	School owned and allocated to a single user	School owned for use by multiple users	School approved e.g. LA device issued to student	Years R -11 owned	6 <sup>th</sup> Form owned	Staff owned	Trustee, Member, Governor and Visitor owned
Allowed in school	Yes	Yes	Yes	No	Yes	Yes	Yes
Full network access	Yes	Yes	No	No	No	No	No
Internet only			Yes	No	Yes	Yes	Yes

The school has provided technical solutions for the safe use of mobile technology for school devices/personal devices:

- All school devices are controlled through the use of Mobile Device Management software
- Appropriate access control is applied to all mobile devices according to the requirements of the user (e.g. Internet only access, network access allowed, shared folder network access)
- The school has addressed broadband performance and capacity to ensure that core educational and administrative activities are not negatively affected by the increase in the number of connected devices
- For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this are not permitted
- Appropriate exit processes are implemented for devices no longer used at a school location or by an authorised user
- All school devices are subject to routine monitoring
- All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access

- Personal devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device in school
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school (the school recommends insurance is purchased to cover that device whilst out of the home)
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network or whilst resolving any connectivity issues
- The school recommends that the devices are made easily identifiable and have a protective case to help secure them as the devices are moved around the school. Passcodes or PINs should be set on personal devices to aid security
- The school is not responsible for the day to day maintenance or upkeep of personal devices such as the charging of any device, the installation of software updates or the resolution of hardware issues

Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements, in addition;

- Devices may not be used in tests or exams
- Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements
- Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network
- Users are responsible for charging their own devices and for protecting and looking after their devices while in school
- Devices must be in silent mode on the school site and on school buses
- School devices are provided to support learning.
- Confiscation and searching (England) - the school has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.
- The changing of settings (exceptions include personal settings such as font size, brightness, etc...) that would stop the device working as it was originally set up and intended to work is not permitted
- The software / apps originally installed by the school must remain on the school owned device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular lesson. Periodic checks of devices will be made to ensure that users have not removed required apps
- The school will ensure that school devices contain the necessary apps for schoolwork. Apps added by the school will remain the property of the school and will not be accessible to students on authorised devices once they leave the school roll. Any apps bought by the user on their own account will remain theirs
- Users should be mindful of the age limits for app purchases and use and should ensure they read the terms and conditions before use
- Users must only photograph people with their permission. Users must only take pictures or videos on a school owned device and no more than are required for a task or activity. All unnecessary images or videos will be deleted immediately
- Devices may be used by 6<sup>th</sup> form students in lessons in accordance with teacher direction
- Staff owned devices should not be used for personal purposes during the school day except during staff breaks and in areas not accessible to students
- Staff owned devices should not be used for school business where a school owned device has been provided
- Printing from personal devices will not be possible

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING OTHER POLICIES:**

- Safeguarding Policies
- Personal Data Handling Policy
- Acceptable Use Policy
- Staff Code of Conduct
- Social Media Policy
- Financial Procedures Policy