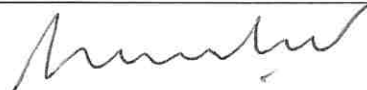




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

STAFF MOBILE DEVICE POLICY

Approving Body	B.M.A.T.
Date of First Approval	Nov. 9th 2016.
Date of Last Amendment	
To Be Reviewed	
Responsible Officer	

I. INTRODUCTION – PURPOSE AND SCOPE

1. BMAT is committed to keeping up to date with technology to but only when used in a way that enhances learning and keeps all BMAT members safe.
2. The appropriate use of technology by students is an important part of BMAT's disciplinary policy. Accordingly, all members of staff should set a positive example to students by following the rules within this policy.
3. This policy applies to **all** BMAT employees and visitors. It is a safeguard for students, members of staff and BMAT as a whole.
4. This policy should be read in conjunction with the:
 - a. Safeguarding and Child Protection Policy.
 - b. Student Engagement Policy.
 - c. Student E-Safety Policy.
 - d. Staff Code of Conduct.
 - e. Staff Disciplinary Policy.
 - f. Data Protection Act 1998 ['DPA 1998'].
 - g. 'Taking Photographs in Schools' (ICO, 2014).

II. PERSONAL USE OF MOBILE DEVICES

5. 'Personal reasons' means anything not related to the employee's role within BMAT. This includes communicating with friends/colleagues/relatives via text, phone calls or social media platforms.
6. 'Business reasons' means anything legitimately related to the employee's role within BMAT e.g. using mobile devices to take school records of attendance, achievement and misconduct.
7. As a general rule, members of staff should not use mobile devices for personal reasons, except at lunchtime or during breaks.
8. The use of mobile devices for personal reasons **must** be discreet and appropriate:
 - a. Personal mobile devices should be turned off or on silent and stored away from view during contact time (including lunchtime and break duties), unless they are being used for legitimate business purposes (e.g. school records of attendance, achievements and misconduct).
 - b. The use of mobile devices for personal reasons during non-contact time (e.g. in a staff room or office) should be discreet and appropriate.

9. If there is a specific reason to use a mobile device for personal reasons during contact time (e.g. an urgent call), then members of staff should seek permission from their performance manager.
10. Where mobile devices are used inappropriately on-site or during school hours, this will be dealt with under the 'Staff Disciplinary Procedure and Policy' document.

III. TAKING PHOTOS AND VIDEOS OF STUDENTS

11. We appreciate that mobile devices may be used to enhance learning and ensure the safety of students. Reflecting this, we permit the appropriate use of applications such as 'Emerge' and 'ClassDojo'.
12. Photos and videos of students are usually regarded as personal data under the DPA 1998, particularly if they are accompanied by other information (e.g. name and address).

13. Members of staff must not take photos/videos of student on a personal mobile device.

14. The ICO has published good practice guidance on the DPA 1998 and taking photos in schools:
 - a. Photos/videos of students **must only** be taken with school equipment and **must** be stored securely.
 - b. As a safeguard for **all** members of the Trust, photos/videos of students should not be taken to record 'day to day' activities such as attendance and behaviour.
 - c. As a general rule, it will only be appropriate to take photos/videos of students on trips or at promotional and celebratory events (e.g. open evenings, concerts and ceremonies).
 - d. At the very least, students must be advised why photos/videos are being taken and the context in which they will be used.
 - e. Wherever possible, student consent should be sought.
15. Parents sign and complete the 'Pupil Information Form' when their child is admitted into Year 7. Upon signing, they confirm that they have read and agree to the relevant policies, including photography and images of students. All parents are given 'opt out' instructions

- a. Members of staff should check to see if a pupil's parents have opted out of having photos taken of their child.
 - b. If a pupil or parent challenges or questions the use of photos/videos, members of staff should explain the reason for doing so and refer the pupil or parent to this policy.
 - c. If a pupil or a pupil's parent asks for a photo/video to be deleted or withdraws consent for it to be used, we **must** respect their wishes and remove or delete the photo/video.
16. The taking of images in inappropriate circumstances or of images that could themselves be viewed as inappropriate will be dealt with under the 'Staff Disciplinary Procedures and Policy' document and may amount to gross misconduct leading to dismissal. The Trust will always consider the circumstances of and reasons for the images fairly and without bias.

IV. COMMUNICATING WITH STUDENTS (PERSONAL DEVICES/SOCIAL MEDIA)

17. As a general rule, members of staff **must never** contact students or parents/carers from their personal devices or email addresses:
- a. Wherever possible, phone calls or emails **must** be made from the BMAT telecoms network or sent from and to BMAT email addresses.
 - b. Members of staff **must never** communicate with students via text or social media platforms (e.g. Facebook, Snapchat, Instagram, Twitter, and Whatsapp).
18. When a safeguarding situation arises outside of school hours, designated members of staff may be required to contact a student or parent/carer from a personal device. In those situations, the designated members of staff should use their safeguarding training and professional judgment (e.g. by dialling '141' to make phone calls).
19. All members of staff should set their personal social media accounts to 'private' and consider the appropriateness of all content that they post. This helps to:
- a. Ensure that professional and appropriate relationships are maintained between students and staff; and
 - b. Safeguard staff against abuse or inappropriate contact.
20. Members of staff **must not** post content to social media under or in association with the name of the Trust without prior authorisation from their School Principal.

21. The communication of inappropriate texts, phone calls, emails or social media content between members of staff and pupils will be dealt with formally under the 'Staff Disciplinary Procedures and Policy' document and may amount to gross misconduct leading to dismissal.

V. FAILURES TO COMPLY WITH THIS POLICY

22. If a member of staff fails to comply with this policy, then action may be taken under the 'Staff Disciplinary Procedures and Policy' document, which all members of staff are required to read.

23. Minor and/or reckless failures to comply will typically be dealt with informally by performance managers. The member of staff in breach will normally be asked to issue an apology and an undertaking to the Trust, pupils and/or parents.

24. Repeated, serious and intentional failures to comply will be formally investigated and may result in disciplinary action. If a failure to comply with this policy amounts to gross misconduct (e.g. breach of confidentiality, misuse of private information, inappropriate images), then summary dismissal will result.