

MOBILE PHONE & SMART DEVICE POLICY

Company Operations

ADO Services C.I.C.

Incorporating ADO River Valley

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Last Ratification By Management Committee	March 2023
Next Review By Management Committee	March 2026
Latest Update by ADO River Valley	March 2023

1. Mobile Phone & Smart Device Policy Overview

It is the policy of ADO River Valley, to address the use of mobile telephones, smart devices or any other mobile computer technology capable of capturing images, video or sound by children, and young people (CYP) in our care or utilising our services at any of our session venues.

ADO Staff are restricted in using their own devices which are kept in a secure place in the staff office onsite during sessions or events. They can use their own personal devices during breaks but only in the designated Staff Zone F area, which is out of bounds for students.

ADO staff can use ADO assets which may include tablets, laptops or cameras, but these are only to be used for recording students attendance, or to allow observations to be recorded as part of their learning experience and as evidence for syllabus or qualifications. All ADO devices are secured with ADO managed usernames and passwords. Using wireless technology, the ADO domain is secured with a very strong wi-fi password onsite.

This policy also extends to students accessing our services onsite. Devices that student may access are controlled to allow internet access only to sites or apps that have been installed as part of their learning or therapeutic experience.

This policy is linked very closely to the **Privacy Policy**, the **Online Safety Policy** incorporating the **Use of Media Policy**.

ADO is committed to providing a safe and secure environment for all students who use our services, especially those aligned to our educational alternative provision. It is also important that teaching and learning can be conducted in an environment free from unnecessary online distractions or disruptions. It is important that students' mobile phones can not disrupt their own learning or therapeutic aims and objectives, whilst on site. Although technology is a useful tool, it is only useful when planned into a session for a specific purpose. This policy sets out those commitments and how we meet them, when the use of technology is present.

2. Scope

This policy informs all members of the ADO student community about the appropriate use of mobile phones or smart devices at ADO sessions or events. This applies to students, staff, visitors and delivery personnel, attending our sites. This policy covers, but not limited to, any devices capable of communicating outside the site, gaining internet access and capturing images, video or sound. It also covers any wireless or networked devices that can connect to our domain or through other mobile networks. ADO controls this

domain exclusively.

These may include;

- Mobile Telephones
- Personal Tablets or Mini Notebooks
- Hot Desk Personal Computers
- Laptop Computers
- Smart Devices such as Smart Watches, E-readers, Fitness Devices or Music Playing Devices (i-Pods)*
- Cameras or Video Devices

**Please note for some therapeutic and coping strategies, or specific lessons, music playing devices may be allowed on a case-to-case basis.*

3. Policy Statement

The listed devices in section three are considered to be an everyday item in today's society and a valuable tool to aid learning. Mobile phones and personal devices can be used to communicate in a variety of ways with texting, cameras, voice recording and internet access, all common features. However, mobile phones and personal devices can present a number of problems and distractions when not used appropriately:

- They can undermine classroom discipline and disrupt learning.
- They are valuable items which may be stolen or damaged.
- Their use can render subjects to online (cyber) bullying.
- Internet access on their own phones and personal devices can allow students to bypass ADO security settings and filtering.
- Mobile phones and devices with integrated cameras and other recording systems could lead to safeguarding, child protection, sexting, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of other students or staff.

There is a need therefore to set clear guidelines and limit their use during the school day to avoid unnecessary interference with sessional activities, teaching and learning and to ensure the safety and well-being of all students are not affected.

4. Guidelines For Students and Families

The general guidance is that under no circumstances are mobile phone or smart devices to be used at any time on site. At a very base level, ADO would prefer that none of these devices enter site, but understand they are an everyday personal item, enabling students to have a means of contact arriving and leaving site. At the point of entry, once onsite, after passing through the customer reception entrance, Zone G, all mobile phones and smart devices shall be handed over to a member of ADO staff to be stored in a safe box and locked away in a secure cabinet. The devices will then be returned when the student exits back through the customer reception, following the completion of their session. Exceptions to this guidance can be found later in the policy.

- Students can bring their own mobile phones or devices into the setting at their own risk. Children or young people must get the written permission from their Parent-Carer to bring their mobile phone or device on site, to be stored away during the day.
- Parent-carers are reminded that in cases of emergency, the ADO Office remains a vital and appropriate point of contact and can ensure your child or young person is reached quickly and assisted in any appropriate way.
- In general, students should not bring valuable items to ADO as they can be easily lost or stolen, which is often distressful for them. Parent-Carers need to be aware that mobile phones or other personal devices are brought to ADO entirely at the owner's risk and ADO accepts no responsibility for replacing lost, stolen or damaged mobile phones or other personal devices.
- Devices will be stored in the safe box, for safekeeping until the end of their day. The mobile phones or other personal devices must remain switched off whilst at ADO.
- Mobile phones and personal devices must be stored in the safe box at all times and not on their person. ADO staff will transport the devices in the safe box to the locked secured cabinet. This will be subject to the completion of **The Mobile Phone & Smart**

Device Agreement Form for students specifically. If any infringements of this form's terms and conditions occur, the mobile phone or other personal device will be confiscated. Repeated infringements will lead to escalated consequences including warnings and a possible ban.

- If a student uses or highlights that they have a mobile phone or other personal device at ADO without prior arrangement with the team, the phone will be removed from the student for safekeeping. The phone will be stored safely in the ADO onsite office safe box and the Parent-Carer will have to collect the mobile at the end of the day.
- If students are unwell, they should report to their educator, so that we can contact parent-carers and record the illness. Students should not contact themselves to arrange to go home or leave site. This is very important for safeguarding reasons and attendance records ensuring the safety of all our students. Parents are advised not to contact their child during teaching and transition hours, but if an emergency arises during these hours, they should contact the ADO office.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- Phones and devices must not be taken into examinations. Students found in possession of a mobile phone or other personal device during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from that examination.
- ADO staff may confiscate a student's mobile phone or smart device if they believe it is being used to contravene this policy or any other policy aligned to this including but not limiting to safeguarding and anti-bullying. If the device is suspected to contain inappropriate or malicious content it may be searched by a member of the Management or designated staff leaders. If the student refuses to comply (e.g. providing access) the device will be confiscated and parents required to provide access or in cases where criminal or harmful material are suspected the device will

be handed over to the police for further investigation. (See DFE **Guidance Searching, Screening and Confiscation**)

5. Device Use Exceptions

We recognise that in exceptional circumstances a mobile phone or smart device may be needed to stay within easy reach of a student for medical reasons. Some students may require access to an installed App on their device for medical reasons, to monitor a condition or illness they have. They may also have a speed dial to a doctor or specialist at a hospital in case of severe allergic reactions for example.

In these exceptional cases the exact procedure of operating this App or calling an emergency service should be explained by the Parent-Carer, before the student attends their session(s), in writing to the Headteacher. The device can then be operated by a staff member in an emergency in the correct manner and any accompanying procedures can be carried out accordingly. The device will remain in the possession of the staff member throughout and then handed over to the Parent-Carer at the end of the session.

6. Guidelines For, Adults, Staff, and Visitors

ADO recognises that this group will bring their mobile phones and smart devices to the site, work and when visiting and that they will be used within the

For staff or volunteers, the use of personal devices is restricted to break and lunchtime and only within the Staff Only Area – Zone F at the Education and Healthcare Centre, Poets Corner or the Main Office. At all other times of the day staff mobile phones will be switched to silent and stored within the safe box of the Staff Only Area.

An ADO secure mobile phone will be kept on site with staff for Health and Safety and security purposes. This mobile phone should be used according to the principles of this policy.

- Under no circumstances should personal mobile phones be used in a space where children are present e.g. classrooms, playgrounds etc.
- Except in urgent or exceptional situations, personal mobile phone use is not permitted in the Staff Zone during teaching time.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of students from within the Staff Zone.

- Staff are not permitted to use their own personal phones for contacting students or their families within or outside of the setting.

All visitors are respectfully requested not to use their mobile phones or smart devices within the customer reception area only at Poets Corner. Where students are present, they should leave offsite if possible. Should phone calls and or texts need to be taken or made, use is restricted to those areas described which are not accessed by students in order to avoid any unnecessary disturbance or disruption to others.

Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

7. Inappropriate Use

The following examples will be considered inappropriate use and may result in serious action taken.

- Harassment - Inappropriate use of mobile phones will include any child or adult using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer systems available on the device.
- Photographic – Video graphic use of mobile phones - If anyone uses a mobile phone to take photographs or video footage of either other students or members of staff, this will be regarded as a serious offence and the management should decide on appropriate disciplinary action. If images of other students or members of staff have been taken, the phone will not be returned to the child or adult until the images have been removed either by the owner in the presence of a member of staff leading or by their Parent-Carer. Only designated ADO technical equipment and devices can be used.
- Criminal Action - It should be noted that it is a criminal offence to use a mobile device or smart device to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

8. Liabilities

Any student bringing a mobile phone or smart devices onto ADO sites will be fully responsible for their own devices. Bringing any devices on site is at the preference and prerogative of the student or Parent-Carer. ADO will offer to store them when not in use either in a safe box, as best endeavours, but will not be held liable in any circumstances for the loss or damage to these devices, for the reasons not limited to:

- Lost on site, during the school day.

- Stolen
- Physical damage through dropping a device, for example.
- Water ingress
- Wear and tear
- Cosmetic damage
- Device failure or faults
- Any repairs to broken screens or headphones for example.

As our site is an outdoor provision this increases the probability that such devices may be lost or damaged. We insist that any claims on lost or damaged devices are made with the owner's insurance. ADO is not insured for students personal belongings.

With this in mind, we recommend that screens or devices are protected with screen covers, protectors or screen wallets if they are brought onsite.

In addition, we suggest that all devices that have a geographic locating feature, have this enabled in the case the device is lost onsite and needs locating.

9. Review

All ADO policies and procedures follow ITIL guidelines to ensure version control, change control and release management of any documents. As a matter of policy, documents can be updated at any time to reflect changes to ADO procedures, legal changes, OFSTED directives or any other reason to ensure the policies and procedures are accurate and correct. This involves consultation with stakeholders and approval from the directors and the ADO management committee. All policies and procedures are reviewed at the very least on an annual basis. Regular communication through newsletters, social media, text systems and through our website within the ADO Library is part of our Release Management.

10. Contact

This document was produced by the ADO Operations Consultancy Team. This version supersedes any previous versions and will be reviewed annually.

All correspondence with regard to this policy, or any other operational policy and procedure should be directed to the ADO Business Operations and Support Executive by e-mailing gmp@adoservices.co.uk or calling 0208 855 6778, requesting to speak to Gary McHolland-Pilcher or in writing, ADO Services CIC, Head Office, 126 Upper Wickham Lane, Welling, Kent, DA16 3DP.