The School Mobile Technology Policy

Updated on January 2021

Reviewed and approved by:

OSG TEAM

AL AMEER ENGLISH SCHOOL, AJMAN

POLICY ON MANAGING MOBILE TECHNOLOGIES

Mobile technologies offer opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people .Mobile technologies will be examined for educational benefit and the risk assessed before use in school is allowed.

Onsite class

The policy aims to:

- ❖ There is a shared understanding of and adherence to the policy by all stakeholders and visitors and ensure increased vigilance.
- ❖ The awareness of all staff is raised in their role of safeguarding in all areas of school life.
- ❖ To ensure staff, pupils and parents are familiar with the school policy of pupil use of personal mobile technology in school.
- ❖ To highlight the child protection issues of using camera and video phone technology in the school. To counter the use of text messaging as a form of bullying.
- ❖ To determine exactly when and where mobile phone use is permitted in the school.
- ❖ Offer safety guidelines to the pupils/staff on general mobile phone use.
- ❖ To outline the consequences of not adhering to the school mobile technology policy.
- ❖ To outline who has responsibility in the case of loss, theft or damage of mobile technology.

For Staff

- ❖ Staff are reminded to familiarise themselves with the school's e-safety and acceptable use of IT policies which set out in further detail the measures needed to ensure responsible behaviour online.
- ❖ The school allows staff to bring in personal mobile phones and devices for their own use. Staff use of mobile devices must not hinder their working day and must not be used during class hours
- ❖ Staff must ensure that appropriate security software is installed on their mobile devices and must keep the software and security settings up-to-date.
- ❖ Class teachers are permitted to use mobile phones to mark the attendance using school app.
- ❖ Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.

❖ Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

❖ The sending of inappropriate text messages between any members of the school community is not allowed.

❖ Staff can Access the following school IT services from their mobile devices:
  ➢ The school email system
  ➢ Official school apps.

❖ School information accessed through these services is confidential, in particular information about pupils and staff. Staff must take all reasonable measures to prevent unauthorised access to it. Any unauthorised access to or distribution of confidential information should be reported to the school's Network Manager as soon as possible in line with the school's data protection policies.

For Students

Student mobile phone use is prohibited on the school site, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning. This may include phones I- pods, DS/Game consoles and smart watches

❖ Students can bring personal mobile devices/phones to school must hand them into the office at the start of the day.

❖ Mobile technology must not be used to share inappropriate or offensive imagery or messages at any time.

❖ The school is not responsible for the loss, damage or theft of any personal mobile device.

  ➢ Students found with their phones or accessories out: The phone is confiscated, and behaviour for learning policy followed.
  ➢ The phone is placed in office to be collected at the end of the day by the student.
  ➢ Repeat offenders (two or more incidents), parents are to be contacted and are required to pick up the phone from student office when convenient with pastoral team informing parents and an escalation sanctioned if required
  ➢ If the student refuses to hand the phone over, the school behaviour policy is to be followed and pastoral team to follow up if escalation is required

Visitors (including parents, professionals, contractors):

➢ Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception.

➢ Parents/carers are permitted to take photos/videos during assemblies or other school performances that involve their own children. . They are reminded not to place photographs or videos showing other children on Face book or other social media platforms.

Emergencies:

If parents need to contact pupils they should contact the school office and a message will be relayed promptly

Responsibility for mobile phones and other mobile devices:

The school accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile technology including any confiscated item. It is the responsibility of staff, parents, pupils and visitors to make sure that mobile technology is properly insured. The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.

ACCEPTABLE USE POLICY (AUP) FOR DEVICES

Communication Technologies	Staff				Students				
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed	
Mobile phones may be brought to school	Yes				No				
Use of mobile phones in lessons	No				No				
Use of mobile phones in social time	Yes				No				
Taking photos on mobile phones / cameras	Yes						Yes		
Use of other mobile devices eg tablets, gaming devices		Yes			No				
Use of personal email addresses in school, or on school network	Yes						Yes		
Use of school email for personal emails	Yes					Yes			
Use of messaging apps	Yes				No				
Use of social media		Yes			No				
Use of blogs	Yes					Yes			

Parent Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology. I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Staff Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology.

I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Staff _____ Date _____

Online Class

Technology is an integral and essential part of the learning experience at Al Ameer English School. We are committed to ensure that our children leave with the skills and Knowledge that will assist them to thrive in our digital age. In this pandemic situation the schooling system shifted to online classes . It is therefore also vital that we teach children how to use this valuable resource safely.

To ensure the school's online procedures keep children and parents safe, we need to teach them about online safety, in and outside of school. This will appreciate that all children have access to smart phones, Ipads and computers at home. It promotes the use of these technologies whilst committing to keep our children aware of and safe from the potential risks. We try to foster an open environment in which children and parents are encouraged to ask any questions and participate in an ongoing conversation about the benefits and dangers of the online world. Our school has provided the necessary safeguards to ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks.

In order to empower teachers and students in this area our school arranging webinars to:

- ☐ ensure teachers have the knowledge to teach students about e-safety
- ☐ provide advice on using social media and other online related activities.
- ☐ support and include parents and students by sharing helpful advice and resources
- ☐ review and update your e-safety provision on an ongoing basis.

So, as the first step our school conducted one webinar for the teachers by our Vice Principal, E-safety team leader .We have scheduled more webinars for teachers children and parents. Online safety information is clearly published on the school website and available for all users.

Handling Online-Safety Concerns And Incidents:

- It is vital that all staff recognize that online-safety is a part of safeguarding.
- Any suspected online risk or infringement should be reported to the online safety lead / designated safeguarding lead on the same day of the incident reported.
- School will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.
- Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber bullying.
- Social media incidents are handles by school behaviour policy
- If inappropriate material is found on the device, it is up to the staff member in conjunction with the OSL or other member of the senior leadership team to decide whether they should:
  - Delete that material, or
  - Retain it as evidence
- Appropriate filtering and monitoring systems are in place to ensure no inappropriate materials are not accessing by students.

Sample Incident Reporting Logbook:

Open with Google Docs ▼

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E-SAFETY INCIDENT LOG BOOK

Sl no	Name of person reporting incident:	Date and time of incident:	Date incident reported:	Names of people involved:	Class & Division	Location and device details:	Details of incident, including evidence:	Clarification of the risk or breach e.g. does it relate to safeguarding, bullying, inappropriate content, data protection, copyright, infringement, sexting, etc?	Initial action taken and current status:	Resolution of incident:
1	Mrs.Sheena	4/10/2020 8:10 AM	9/10/2020	Fathima Hameema	12B	12B EXAMROOM	Her Laptop got stuck when she started loom recording .Started the exam late but could complete on time	Device issue	Reported to Supervisor & IT head	
2	Mrs.Ashely	4/10/2020 11:10 AM	4/10/2020	1.Fathima Shirin 2.Meenakshi	12B	12B EXAMROOM	Shirn faced data loss in google form as she is using mobile to write the exam.Meenakshi lost the content due to slow network	Data Loss	Reported to Supervisor & IT head	
3.	Mrs.Sajeena	9/10/2020 11.00AM	9/10/2020	Amina	12B	12B EXAMROOM	Loom recoding was missing as she repeated the exam due to network problem	Data Loss	Reported to Supervisor	

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Report on Hr. Sec. Students Online safety Issues

Sno	Name of the student	class	Reason	Actions taken	Follow up
1	Nabila Mehak	XII D	Social media addiction/Game Addiction	Referred to the school counselor	Informed the matter to the parents. Encourage the parent to have a friendly talk with child. Asked them to monitor the online activities .Ensure their participation in various school activities such as Assemblies & Talents day program .
2.	Adithyan Biju	12C	Social media addiction	Referred to the school counselor	
3	Satyam Nayak	12C	Game Addiction	Referred to the school counselor	

PARENTS/STAFF AGREEMENT SAMPLE DOCUMENTS

Staff Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology.

I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Staff _____ Date __24/01/2020__

Parent Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology. I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Student ___Ahmed 2001___ Date __29/01/2020__

Signature of Parent/Guardian _____ Date __29/01/2020__

Staff Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology.

I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Staff _____ Date __15/01/2021__

Parent Agreement form

I agree to follow the school's Acceptable Use Policy on the use of the Mobile Technology. I will use the devices in a responsible way and obey all the rules explained to me by the school.

Signature of Student ___Ashwini___ Date _____

Signature of Parent/Guardian ___Jayan___ Date _____