



Guidance on the use of smartphones and tablets

	Name	Signature	Date
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This policy is an addition to the e-safety policy and the trust's use of personal devices policy and in conjunction with the school's guidance on use of social networking and social media sites.

Governors understand that new technologies have a place within the learning environment and recognise that smartphones form part of this technology. The School aims to make the most of current technologies and to offer children and staff access to the most up to date resources to enhance our provision. Whilst encouraging inventiveness and creativity the Headteacher understands that there must be checks and balances to ensure safe, responsible use of Tablets and Smartphones. This should include a clear usage policy and rigorous safeguarding procedures.

The Headteacher provides tablets for staff to use with children and for other work related activities. Staff may not use a school tablet for personal social media accounts or to manage personal blogging homepages.

The School will provide wireless internet access for the tablet and the tablets will be configured to log on whilst on site. Staff may use the tablet to access the internet via their home wireless network.

The head teacher on behalf of the teachers will set up an iTunes account which will be rattlesdenipadteacher@gmail.com for the teachers and rattlesdenipads@gmail.com for the pupils.

APPs can be purchased using the school bank card via the school office. Permission to purchase an APP must be made in the same way as any school order and permission from the Headteacher must be obtained. Free education APPs may be downloaded and stored on the tablet. The Headteacher reserves the right to review education resources stored on the tablet. All APPs are downloaded via the school's Apple Manager account, which is managed by the school's It services. If a member of staff would like an APP downloaded, they can request this via the school's computing lead.

The tablet is set with a password, staff may configure their own password but they must store the password in the records box in the school office.

Tablets are versatile and staff and children will evolve more sophisticated and creative ways of using them as time progresses. Photos and videos may be stored on the tablet and used to update learning journeys, YouTube, Twitter and class pages on the website. All staff must be mindful of parental consent when posting to the learning platform, school Twitter account, YouTube account or school website. Staff are expected to take photos on school tablets and delete any stored photos once they have been used.

Personal smartphones and tablets must not be used when staff are working with or are responsible for children in school.

Parents may decide that for safety reasons that pupils may need a mobile phone with them when they go to and from school. If it is a smartphone which has access to the internet it must be handed in to staff at the beginning of the day and collected again at the end of the day. This is parental choice and not the school's responsibility.

Pupils are not allowed to have smartwatches* in school, however a simple fitness tracker may be used, provided it is durable and inexpensive. Other watches are allowed as long as they do not include a calculator. All such items are brought into school at the parent's risk, and the school does not accept any responsibility for them.

The Headteacher reserves the right to add to and amend this policy as new technologies and devices become available.

* Smartwatches are wearable devices with a touchscreen and the ability to download apps and connect to the internet, either natively or via connection to a smartphone or tablet