USE OF MOBILE TECHNOLOGIES POLICY

Approved and signed by the Board of Trustees

October 2023

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CHANGES

May 2017

Policy adopted by the Board of Trustees. This policy has been adapted from the South West Grid for Learning Use of Mobile Technologies template, with appropriate amendments made for the purposes of Discovery Multi Academy Trust's arrangements.

July 2023

Policy amended to reflect change in technologies.

PURPOSE

Mobile technology devices may be owned/provided by Discovery Multi Academy Trust ("the MAT") or be a privately owned smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the MAT's wireless network. The device then has access to the wider internet which may include the MAT'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 the pupils, staff and wider MAT community understand that the primary purpose of having their personal device on MAT premises is educational and that this is irrespective of whether the device is MAT owned/provided or personally owned. This Use of Mobile Technologies policy sits alongside a range of polices including but not limited to the Safeguarding Policy, Acceptable Use Agreements, Security Policy, E-Safety Policy and Behaviour Policy.

Potential Benefits of Mobile Technologies

Research has highlighted the widespread uptake of mobile technologies amongst adults and children of all ages. Web-based tools and resources have changed the landscape of learning. Pupils now have at their fingertips unlimited access to digital content, resources, experts, databases and communities of interest. By effectively maximizing the use of such resources, the academies in our MAT not only have the opportunity to deepen pupil learning, but they can also develop digital literacy, fluency and citizenship in pupils that will prepare them for the high tech world in which they will live, learn and work.

For further reading, please refer to "Bring your own device: a guide for schools" by Alberta Education available at: http://education.alberta.ca/admin/technology/research.aspx and to the "NEN Technical Strategy Guidance Note 5 – Bring your own device" - http://www.nen.gov.uk/bring-your-own-device-byod/

CONSIDERATIONS

There are a number of issues and risks to consider when implementing mobile technologies. These include; security risks in allowing connections to the MAT network, filtering of personal devices, breakages and insurance, access to devices for all pupils, avoiding potential classroom distraction, network connection speeds, types of devices, charging facilities, total cost of ownership

The use of mobile technologies brings both real benefits and challenges for the whole MAT community – including teachers - and the only effective way for the MAT to implement these successfully is to involve the whole MAT community from the outset.

The MAT Acceptable Use Agreements for staff, pupils, parents and carers and community users give consideration to the use of mobile technologies.

The MAT allows:

	MAT Devices			Personal Devices		
	MAT owned and allocated to a single user	MAT owned for use by multiple users	Authorised device[1]	Pupil owned	Staff owned	Visitor owned
Allowed in MAT	Yes	Yes	Yes	Yes (handed in to teacher)	Yes (stored in locker)	Yes (switched off)
Full network access	Yes	Yes	Yes	No	No	No
Internet only	Yes	Yes	Yes	No	No	No

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 MAT 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 MAT location or by an authorised user. This includes: revoking the remote access, removing proxy settings, ensuring no sensitive data is removed from the network and uninstalling MAT-licenced software etc.

All MAT devices are subject to routine monitoring.

PERSONAL DEVICE PERMISSIONS

All personal devices are restricted through the implementation of technical solutions that provide appropriate levels of network access.

Personal devices are brought into MAT premises entirely at the risk of the owner and the decision to bring the device into MAT premises lies with the user (and their parents/carers) as does the liability for any loss or damage resulting from the use of the device on MAT premises.

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[1] Authorised device – purchased by the pupil/family through a MAT-organised scheme. This device may be given full access to the network as if it were owned by the MAT

The MAT accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the MAT's academies (the MAT recommends insurance is purchased to cover that device whilst out of the home).

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

- Staff should store mobile devices, including smart watches in designated areas. These devices may be accessed in 'staff only' areas of the schools, or in senior leader offices.
- Devices may not be used in tests or exams
- Visitors should switch off phones/ remove smart watches whilst on MAT premises
- Charging of personal devices is not permitted during the school day
- Devices must be in silent mode in MAT designated usage areas, and turned off at all other times.
- MAT devices are provided to support learning.
- If pupils bring devices to school, these should be stored, turned off, in the classroom and not accessed by pupil until they go home.
- The software / apps originally installed by the academy must remain on the MAT-owned device in usable condition and be easily accessible at all times. From time to time the MAT 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 MAT will ensure that MAT devices contain the necessary apps for MAT work. Apps added by the academy will remain the property of the MAT and will not be accessible to pupils on authorised devices once they leave the academy roll. Any apps bought by the user on their own account will remain theirs
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity on school devices. All unnecessary images or videos will be deleted immediately
- Devices may be used in lessons in accordance with teacher direction only
- Printing from personal devices is not permitted

Confiscation and searching (England)

The MAT has the right to take, examine and search any device that is suspected of unauthorised use, either technical or inappropriate.