



Name of Policy	Mobile Phones, Smart Devices and Wearable Technology Policy
Approved	September 2026
Date to be reviewed	September 2028
Governor Committee	FGB
Key Member of staff	Headteacher
Statutory	Yes

1.0 Purpose and Aims

This policy sets out the school's expectations regarding the use of mobile phones, smart devices and wearable technology by pupils, staff, volunteers, contractors and visitors.

The school recognises that mobile technology can support communication and personal safety. However, unrestricted access to mobile devices can present significant safeguarding, privacy, wellbeing and educational risks.

The aims of this policy are to:

- Safeguard children and staff from potential harm associated with the misuse of technology.
- Minimise disruption to teaching, learning and school operations.
- Promote positive digital citizenship and responsible use of technology.
- Protect personal data and ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- Provide clear expectations for staff, pupils, volunteers, visitors and contractors.
- Support the school's safeguarding, behaviour, online safety and data protection policies.

For the purposes of this policy, the term "**mobile device**" includes mobile phones, smartphones, smart watches, tablets, earbuds/headphones with communication capability, cameras and any internet-enabled device capable of recording, storing, transmitting or sharing images, audio, video or messages.

1.1 Online Safety

The school acknowledges that many mobile devices provide direct access to the internet, social media platforms, messaging services, artificial intelligence applications, photo-sharing services and gaming platforms.

The misuse of such technologies may expose users to:

- Inappropriate or harmful content.
- Cyberbullying.
- Online grooming and exploitation.
- Extremist material.
- Misinformation.
- Privacy breaches.
- Unauthorised photography or video recording.

The school will address such concerns in accordance with its Safeguarding and Child Protection Policy, Behaviour Policy and Online Safety Policy.

2.0 Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

2.1 Expectations for Staff, Volunteers and Supply Staff

Staff are expected to model appropriate and professional use of technology at all times.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, while pupils are present and during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Staff, volunteers and supply staff must:

- Keep personal mobile devices on silent mode during working hours.
- Use personal mobile devices only in designated staff areas when pupils are not present.
- Not use mobile devices during lessons, supervision duties, meetings with pupils or other direct contact activities unless authorised for educational purposes.
- Ensure smart watches do not cause distraction during teaching or supervision activities.
- Store personal devices securely during the school day.
- Follow school procedures regarding acceptable use of technology.

Exceptions may be authorised by the Headteacher or designated senior leader where operational requirements necessitate mobile phone use.

2.2 Safeguarding Requirements

- Staff must not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a

member of staff needs to make telephone contact with a pupil, a school telephone should be used.

- Staff must not share personal contact details through social media and messaging apps.
- Staff must not use personal devices to communicate with pupils through social media.
- Staff must not use personal devices to photograph, film or audio-record pupils.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.
- Staff must never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff must not allow themselves to be photographed by a pupil(s).
- Staff must not store pupil information on personal devices unless explicitly authorized and secured in accordance with data protection requirements.
- Staff must not use applications that permit disappearing messages for communication relating to school business.

Any safeguarding concerns relating to mobile device use must be reported immediately to the Designated Safeguarding Lead (DSL).

2.3 Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Use of multi-factor authentication
- Supervising off-site trips
- Supervising residential visits
- Parental contact in emergency's (mobile phones setting that allow for the number not to be identified should be used)

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.

- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil.
- Refrain from using their phones to contact parents/carers.

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

3.0 Pupils:

3.1 Primary Pupils

Pupils are strongly discouraged from bringing mobile phones or smart devices to school.

Where a parent/carer believes a mobile phone is essential for a pupil's safety:

- Notification should be provided to the school via the permission form.
- The device must be switched off before entering the school site.
- The device must be handed to the designated member of staff immediately upon arrival.
- The device will be securely stored during the school day in a lock box.
- The device may only be collected at the end of the school day.
- Pupils mobile phones must remain switched off until they leave the school site.

Pupils must not use mobile phones, smart watches or similar devices during the school day without explicit permission from a member of staff.

Unauthorised use may result in the device being confiscated and returned to a parent or carer in accordance with the Behaviour Policy.

3.2 Smart Watches and Wearable Technology

Smart watches and other wearable technology present similar safeguarding risks to mobile phones due to their ability to:

- Access the internet.
- Send and receive messages.
- Take photographs.
- Record audio.
- Track location.

The school may require pupils to remove, switch off or hand in such devices during the school day.

4.0 Parents, visitors, contractors and Other Adults:

All visitors are expected to support the school's safeguarding responsibilities.

Visitors must:

- Follow all school instructions regarding the use of mobile devices.
- Refrain from making calls or sending messages while in areas occupied by pupils.
- Not photograph, film or record pupils without prior authorisation from the Headteacher or designated senior leader.
- Ensure personal devices brought onto site do not contain illegal, harmful or inappropriate material.

The school reserves the right to challenge unauthorised photography, filming or recording and may require such material to be deleted where appropriate.

Where safeguarding concerns arise, the school may follow relevant safeguarding or law enforcement procedures.

5.0 Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

- For both staff (including supply staff), pupils, visitors and contractors the school retains no liability for any device that is brought into school which is either lost, stolen or damaged.
- For both staff (including supply staff), pupils, visitors and contractors, the school retains no liability for any device that is used in a manner that is against the owner's consent.

6.0 Confiscation, Searching and Monitoring

Where there is reasonable suspicion that a device:

- Contains inappropriate material,
- Has been used to bully, harass or intimidate others,
- Contains evidence of a safeguarding concern,
- Contains material connected to criminal activity,

the school will act in accordance with statutory guidance, including:

- Keeping Children Safe in Education (KCSIE)
- Searching, Screening and Confiscation Guidance (DfE)
- The school's Safeguarding and Child Protection Policy

Where necessary, devices may be passed to the police or other relevant agencies. School staff will not intentionally search the content of a device unless authorised under applicable legislation and school procedures.

7.0 Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to or from school.

Related Policies and Guidance

- Keeping Children Safe in Education (latest edition)
- Working Together to Safeguard Children (latest edition)
- Searching, Screening and Confiscation Advice for Schools (DfE)
- UK GDPR
- Data Protection Act 2018
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Acceptable Use of Technology Policy
- Guidance for Safer Working Practice for Adults who Work with Children and Young People

Annex 1 - Airdrop and Nearby Share

Airdrop.

- AirDrop is a feature available on iPhones and Mac computers (iOS 7, iPadOS 13, OS X 10.10, or later required).
- It lets physically close Mac and iOS devices share files, photos, websites etc.
- There are no size limits on files.
- It uses Bluetooth and Wi-Fi to transmit the files.
- AirDrop automatically detects nearby supported devices within a maximum distance of 30 feet.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Nearby Share.

- Nearby Share is available on Android 6.0+ phones.
- Like AirDrop, it allows users to instantly share files, links and pictures with people around them.
- It also works through Bluetooth or WiFi.
- When Nearby Share is turned on, a list of devices available within sharing proximity is visible.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Safeguarding risks posed by both Airdrop and Nearby Share.

- Being exposed to age-inappropriate sexualised and/or violent content.
- Photo sharing as a form of cyberbullying, with the person featured in the image being the target.
- The sharing of self-generated sexual imagery, with or without the permission of the original image/video creator.
- Images of teachers or other staff members shared as part of teacher targeted bullying, including 'upskirting' images (the practice of taking an illegal photo of someone's genitals or genital area, without consent).

If a member of staff or a pupil report receiving inappropriate content then the school must follow their Safeguarding and Child Protection Policy and procedures.

Appendix 2: Permission form allowing a pupil to bring their phone to school



Aim High...Fly High!

Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before or after school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The mobile phone must be switched off and will be kept in the secure location in a lock box. The phone must not be switched on again until the pupil is off the school premises.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	