

Stratford-sub-Castle Church of England VC Primary School

Life in all its fullness

Mobile and Smart Technology Policy

The *Safer Recruitment Policy* was reviewed during the Autumn Term 2026.

This document is the result of that review.

Updated to take into account the most recent *Keeping Children Safe in Education*.

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Mobile and Smart Technology Policy

This policy provides clear guidance on the use of mobile phones in school by both staff and pupils.

Introduction and Aims

At Stratford-sub-Castle CE VC Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices. Where mobile phones are referenced, it is used to include other devices such as iPads/tablets or wearable technology such as smart watches.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection and Safeguarding Policy
- Acceptable use of technology Policy
- Behaviour Policy for Staff and Volunteers
- Behaviour for Life and Learning

Camera Mobile Phones and Wearable Technology

Camera Mobile Phones and Wearable Technology such as Smart Phones Camera mobile phones are becoming increasingly popular, and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Staff

Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures.

Staff are allowed to bring their phones to school, but they are only permitted to use them outside the school, in HT office or a group room, where no children are present. Mobile phones should be switched to silent during the school day and placed in staff lockers.

**We understand that due to the two-factor authenticator security linked to work accounts, there may be times where some staff are needing to use their mobile phone within school time and on occasion around pupils. This is to be in a professional manner, away from children where possible and the device to be put back into lockers/drawers when used.*

Staff use of mobile phones during their working day should be:

- outside of their contracted hours
 - discreet and appropriate eg: not in the presence of pupils
- Mobile phones, devices or wearable technology such as Smart Phones should be switched to silent and left in a safe, locked place during lesson times. The school cannot take responsibility for items that are lost or stolen.
 - Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, they should use the school telephone in the office.
 - Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
 - With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.
 - This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.
 - Staff are allowed to use smartwatches, but they follow the same policy as mobile phones:
 - Staff are not to use their watch to send messages, photos, make phone calls or transfer any other kind of data whilst working with children.
 - Any communications using their smartwatch must be during their own lunch/break time and away from children.
 - Staff are not permitted to take or store images of pupils on their smartwatch.
 - Personal information about staff, pupils or the school is not to be taken on a smartwatch.
 - Smartwatches are not allowed to join the school WiFi.
 - Notifications must be turned off whilst using your smartwatch at school, unless agreed by the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Personal mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or if on a residential visit and the communication needs to take place out of school hours, using the school mobile phone away from the children.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.
- Early Birds and Nights Owls staff have a work mobile that is used for communication with families. Families are given the number to this mobile if they need to contact them.
- School has one mobile phone that staff can take in the case of emergency, e.g. emergency evacuation from site, on school visits or to the Church. This is located in the medical locker, outside Woodpecker Class. Staff can take photos on this phone in line with GDPR regulations and parental permissions, but they need to be uploaded onto the school system immediately after returning to school. They should then be deleted from the device.

Parents, visitors (including contractors) or volunteers

When parents, visitors or volunteers sign into school, they are asked if they have any mobile devices (including SMART watches). They are then asked to either place them in a locker or secure them in their vehicles. This is to keep our children as safe as we can.

Adults either in school or accompanying children on school trips should not use their mobile phones or use them to take pictures of pupils unless it is at a public event such as Sports Day, Christmas performances or summer fayre and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or HT office. Personal cameras and mobile phone cameras should not be used to take pictures of children or information about children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras, tablets or wearable devices to take pictures of children.

Where possible, we would prefer Parents to put their phones away when entering the school grounds.

Pupil

Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

We fully acknowledge a parent's right to allow their child to bring a mobile phone or Smart Watch or other types of wearable technology to school if they walk to and from school without adult supervision, however Stratford-sub-Castle CE VC Primary School discourages pupils bringing mobile phones to school for any other reason due to the potential issues

raised above. The same applies to iPads or other tablets. We recognise that many children have unlimited and unrestricted access to the internet via mobile phone networks. This access means some children, while at our setting sexually harass, bully, and control others, via their mobile and smart technology, share indecent images consensually and non-consensually and view and share pornography and other harmful content.

Children's mobile phones are collected by a member of staff are stored securely during the school day. Children are only permitted to switch on their phones at the school gate. Devices should be clearly marked so that each pupil knows their own. Devices should be turned off before handing in. Parents are advised that Stratford-sub-Castle CE VC Primary School accepts no liability for the loss or damage to mobile phones and other smart devices which are brought into school or school grounds.

If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone in the office.

Parents are only allowed to contact their child via the school office phone/email. Any exception must be agreed by the headteacher first.

If a pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the headteacher, and a risk assessment put in place.

The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day.

If a pupil is found taking photographs or video footage with a mobile phone, tablet or smart watch of either other pupils or teachers, the device will be confiscated, and this will be regarded as a serious offence. If images of other pupils or teacher have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. Should a pupil be found to be using their phone or devices inappropriately, the school reserves the right to withdraw this privilege. We ask that parents should talk to their children about the appropriate use of text messages and images as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

- Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
- Any exceptional circumstances agreements (including sanctions for misuse) will be provided in writing and agreed by the pupil and their parents/carers before use is permitted.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers at the end of the day, unless subject to a police enquiry.
- Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
- Where there is a concern that a child is at risk of harm, we will contact respond in line with our child protection policy.
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

Pupil use of smartwatches

- Smartwatches will be allowed in school under the following directive:
 - Smartwatches with cellular data are not permitted.
 - Smartwatches with cameras are not permitted.
 - Mobile phones linked to smartwatches must be turned off.
 - Smartwatches follow the same policy as mobile phones and are not to be used during the school day, including before/after school whilst on site.

