Mobile Phone & Smart Technology Policy

St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Mobile Phone & Smart Technology Policy
Brief Description:	The purpose of this policy is to safeguard and promote the welfare of all members of our community when using mobile devices and smart technology.
Status: Statutory/non-statutory	Non- Statutory
Other related policies and procedures:	Safeguarding Behaviour Anti-bullying/ Bullying and harassment Staff code of conduct Volunteers code of conduct Data Privacy Notice E Safety & Acceptable Use PSHE & RSE Social media and internet use
Approval level: HT/Governors/FGB	HT
Approved by the Governing Board on:	
Frequency to be reviewed	Annually
Latest Date for Next Review:	23/2/2027
Version + Schedule of Amendments:	1
Signed:	Shaun Riordan
Position:	Headteacher
Date of Signature:	23/2/2026

1. Introduction and aims

At St Michael's Easthampstead we recognise that use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and conduct

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

We believe responsible use of technology reflects our school values of Respect, Honesty, Kindness and Aspiration.

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices. This also includes other smart or wearable technology, for example smartwatches etc.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher/ DSL is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Any request for an exception on medical, disability or other exceptional safeguarding grounds must be referred to the Headteacher/DSL in advance and will be considered individually. No device may be brought onto or used on site unless prior written authorisation has been given.

3.2 Governors

Governors will review this policy with the Headteacher/ DSL annually and monitor periodically.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone in the presence of children during the school day unless in exceptional circumstances with prior agreement from the Headteacher/ DSL. 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
- Where a member of SLT/ DSL team needs to discuss an incident or safeguarding concern with a child related to smart technology

The Headteacher/ DSL will decide on a case-by-case 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.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools/ chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in policies such as: Data Privacy Notice and E Safety & Acceptable Use.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. Only in exceptional circumstances, with agreement by the Headteacher/ DSL, will this be allowed.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

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, unless in exception emergency situations with prior agreement from the Headteacher/ DSL
- Refrain from using their phones to contact parents/carers unless in exceptional emergency situations. Contact should ordinarily always be made via the school office

4.5 Work phones

Some members of staff may be provided with a mobile phone by the school for work purposes.

In this situation, only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

In these situations, staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's statutory mobile phone guidance (DfE statutory guidance on mobile phones in schools 2026) says that pupils should not use mobile phones throughout the school day, including during lessons, in the time between lessons, at breaktimes, at lunchtimes or in the playground immediately before or after school. In short, mobile phones (and other smart technology) are not to be used by any pupil whilst on the school site or when away from the school site on an off-site or residential trip.

We recognise that pupils may have use of/ possession of a mobile phone in Year 5 and 6, particularly for those who walk to and from school (where permission has been gained). St Michael's Easthampstead approach to pupils bringing mobile phones to school is that:

- Only pupils in Years 5 & 6 will be permitted to do so
- Prior agreement must be gained from parents/ carers, who must sign a permission form
- Mobile phones are encouraged to be of limited 'brick' style with restricted functions, rather than iPhone style smartphones
- Phones are collected by classroom staff at the start of the school day/ upon arrival
- Phones are locked away for the duration of the school day in a secure location
- Phones will only be handed back to pupils at the end of the school day before departure
- For the avoidance of doubt, this approach covers all devices that can send or receive messages, data or calls, and as such includes mobile phones, smartphones, as well as messaging devices such as KARRI messenger etc.

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

- Parents are advised to contact their child via the school office who will pass a message on to the child.
- If a pupil requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher/ DSL prior to use being permitted and will be used under the supervision of an adult.
- Any arrangements regarding access to personal mobile or smart technology devices in exceptional circumstances will be documented and recorded by the school.
- Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the pupil and their parents/carers before use is permitted.

Where pupils' personal mobile or smart technology devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.

Personal mobile or smart technology devices must not be taken into examinations, to off-site trips or on residential trips.

- Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This includes statutory assessments such as KS2 SATs.This may result in the withdrawal from either that examination or all examinations.
- Pupils found with a mobile phone or smart device, including but not limited to mobile phones, smartphones, smartwatches, messaging devices or location tracking devices such as AirTags etc. may result in parents being required to collect their child from the trip, subject to the Headteacher's discretion and risk assessment. In this situation, parents will be contacted to make their way to the location to collect their child.

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

Only basic watches that cannot connect to WiFi, mobile data, messaging or camera functions are permitted in school. These must be used sensibly and adhere to our behaviour policy.

For the avoidance of doubt, any and all smartwatches that can connect to WiFi or 4G/ 5G data signals etc. are banned from school. This is because:

- Pupils may be able to use a smartwatch to communicate via message, even if their phone is locked away
- Smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal
- Smartwatches can be more fragile than mobile phones and confiscation / storage procedures cannot be modified to safely accommodate them

In addition, any watch that features a camera, whether 'smart' or not, is banned from the school site. This is in order to ensure we can safeguard all pupils, as photographs are not allowed to be taken on any personal device.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis by the Headteacher/ DSL, who has the right to refuse. To request such permission, pupils or parents/carers should contact the office in the first instance to discuss. Please note that, until agreement has been granted by the Headteacher/ DSL, devices cannot be used.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use.

Examples may include, but are not limited to:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood sugar

5.3 Sanctions

Pupils found in breach of acceptable use may receive a sanction in line with the school's wider behaviour policy. Parents will be informed in all incidents.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

Staff may confiscate mobile phones, smartphones, smartwatches, smart glasses or other camera-enabled wearable devices, AirTags, SmartTags or other location-tracking devices, or any other prohibited smart technology brought onto the school site by a pupil. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006, and Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools.

If devices are confiscated:

- They will be kept securely locked away
- Parents will be informed and will be asked to collect them at the end of the school day
- Where the pupil may need the device back (i.e. for safety when walking home), parents will be informed of this alongside any sanction and discussion going forward

School staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). As above, this will be dealt with under the school's safeguarding and behaviour policies.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils, or more generally when on the school site during school contact hours

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school, a copy of which will be available.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone when children are present for any reason whatsoever, other than exceptional circumstances and agreed with the trip leader/ Headteacher/ DSL
- Use their phone to make contact with other parents/carers

- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile or other communication device during the school day.

Smart glasses, camera-enabled glasses, wearable recording devices and personal location-tracking devices are not permitted anywhere on the school site. Parents/carers, visitors and volunteers must remove smart glasses or other prohibited wearable technology before entering the school grounds; switching off or disabling the recording function does not make the device permissible.

7. Use of smart glasses, wearable recording devices, location-tracking devices and emerging technology

To safeguard pupils and protect privacy, confidentiality and personal data, smart glasses, camera-enabled glasses and other wearable devices capable of capturing, recording, transmitting or livestreaming images, video or audio are not permitted on school premises or during school-organised activities. They must not be brought onto, worn or used anywhere on the school site.

This prohibition applies to pupils, staff, parents/carers, governors, volunteers, contractors and visitors and applies throughout all indoor and outdoor areas of the school, including classrooms, offices, corridors, the playground, entrances, exits and all other parts of the school grounds. It also applies during school-organised visits and activities away from the school site.

This includes devices such as Ray-Ban Meta and Oakley Meta glasses, but applies to all current and future devices with these capabilities, regardless of brand. Such devices present a particular safeguarding and privacy risk because images, video or audio may be captured or transmitted discreetly and without those nearby being aware that recording is taking place. The school must be able to ensure that pupils, staff and other members of the school community are not photographed, filmed, audio-recorded or livestreamed using personal wearable technology.

Personal smart tags, Bluetooth trackers and other electronic location-tracking devices, including Apple AirTag, Samsung SmartTag, Tile and similar devices, are also not permitted on school premises or during school-organised activities. This includes devices attached to or placed inside clothing, bags, keys, personal possessions or any other item.

Location-tracking devices can enable the location and movements of an item (and, indirectly, the person carrying that item) to be monitored by another person. Their use may therefore create safeguarding, privacy and security risks, including the unauthorised monitoring of pupils, staff or other members of the school community and the disclosure of their location, movements or routines. The school cannot verify who has access to data generated by personally owned tracking devices and therefore does not permit their use on site.

For the avoidance of doubt, smart glasses, camera-enabled wearable devices and personal location-tracking devices are prohibited under this policy and must not be brought onto the school site or taken on any school-organised visit or residential trip.

8. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely as per the above guidelines when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone if one is provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones, smartphones, smartwatches, messaging devices or any other smart technology that is lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored securely in an appropriate secure location.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

9. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher.

10. Appendix 1: Code of conduct and acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Code of conduct and acceptable use agreement

You must follow these rules if you bring your mobile phone or any other smart device to school:

1. For the avoidance of doubt, this covers devices such as mobile phones, smartphones, as well as messaging devices such as KARRI messenger etc. and smartwatches.
2. Only pupils in Years 5 & 6 will be permitted to bring a mobile phone to school.
3. Your parent/ carer must sign a permission form
4. Your mobile phones should ideally be of limited 'brick' style with restricted functions, rather than iPhone style smartphones
5. You may not use your mobile phone during school hours or at any time whilst on the school site. This includes off-site trips and residential trips.
6. Phones must be switched off (not just put on 'silent').
7. Phones will be collected by classroom staff at the start of the school day/ upon arrival
8. Phones will be locked away for the duration of the school day in a secure location
9. Phones will only be handed back to you at the end of the school day before departure
10. You may not use your mobile phone or smart technology in toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
11. You cannot take photos or recordings (either video or audio) of school staff or other pupils at any time.
12. Do not share your contact details with people you don't know, and don't share other people's contact details without their consent.
13. Don't share your phone's password(s) or access code(s) with anyone else.
14. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
15. Don't use your phone to send or receive anything that may be criminal. If you are unsure what this means, ask a member of school staff.
16. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
17. Don't use rude, vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
18. Don't use your phone to view or share any harmful content.
19. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
20. Mobile phones are not permitted in any exam or test. Bringing a phone into the test room can result in your exam being declared invalid.
21. You must also not have a phone or device with you whilst on an off-site trip or residential trip. If you are found with one, parents will be informed and will ask to come and collect you.
22. The Headteacher, or authorised members of staff, may search a pupil's device where there are reasonable grounds to suspect it contains prohibited items or material that could cause harm, in line with DfE Searching, Screening and Confiscation guidance.

10. Appendix 2: 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 the above pupil to bring their mobile phone to school because they:

(Tick)

☐ 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, and its Code of conduct and acceptable use agreement.

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

Parent/carer signature: _____

Parent/carer name: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office, or request one of the senior leadership team to use the staffroom.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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