Mobile Phone & Smart Technology Policy

Approved by: Governing Body	**Date:** 16.3.26
Last reviewed on:	
Next review due by: **Spring 2029**	

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1. Introduction and aims

At Chetwynd Junior School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. Chetwynd Junior School is committed to maintaining a calm, safe and focused learning environment. In line with Department for Education guidance (January 2026), schools should operate as mobile-phone-free environments by default. This policy ensures pupils are not distracted, safeguarding risks are minimised, and learning remains the priority.

This policy applies to all pupils, staff, parents/carers, volunteers and visitors. The term ‘mobile phone’ includes smartphones and any device capable of communication, internet access, photography or recording, including smartwatches and wearable smart technology.

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 and behaviour

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

Note: throughout this policy, ‘mobile phones’ refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's 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 is responsible for monitoring the policy every three years, 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.

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, during directed 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 024 76340154 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 such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in our data protection policy and acceptable use policy.

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 or if on trips.

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/incidents
- Supervising off-site trips (Staff may take photos of children on off-site trips so that they can provide parents with images from the trip via the private school social media group/email. Photo permissions will be obtained from parents beforehand.) Two members of staff will witness immediate deletion of images as soon as they are uploaded.
- Supervising residential visits (Staff may take photos of children on residential trips so that they provide parents with images from the residential via social media/email. Photo permissions will be obtained from parents beforehand.) Two members of staff will witness immediate deletion of images as soon as they are uploaded.

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 of pupils, their work, or anything else that could identify a pupil unless offsite, in line with policy and a second adult confirms deletion from the deleted file once uploaded
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

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

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

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

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Pupils are discouraged from bringing phones to school.
- Where required for travel safety, written parental permission must be provided using school's form. Completing the form, parents are agreeing to this policy, recognising school accept no responsibility for loss or damage of property when their phone is not with school staff.
- Phones must be switched off before entering the school site.
- Pupils must not use mobile phones anywhere on the school site.

- Staff will collect phones on arrival and return to pupils at the end of the school day 8.40am-3.20pm – pupils must turn their phones off
- Pupils are not permitted to bring phones to offsite visits/residentials
- Phones must be turned off and kept in school bag during morning club and after school club.

5.1 Use of smartwatches and AI glasses by pupils

The DfE's 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 smart watches have wellness and health-related features. Smartwatches capable of messaging, internet access or recording are treated as mobile phones. These must not be worn unless they are simple time-only devices. AI glasses or recording-enabled wearable devices are strictly prohibited

- Pupils are permitted to wear smartwatches providing they do not connect to their phone/onto a network
- Photos/Recording/communicating via smart technology are not permitted under any circumstances
- Pupils should not become distracted or distract others by the use of their smart watch
- Pupils are **not** permitted to bring in or use AI glasses on the school site under any circumstances

5.2 Use of AirTags and Personal Tracking Devices

AirTags and similar electronic tracking devices (including Bluetooth- or GPS-enabled location trackers) are designed to monitor and share the real-time location of items through linked digital devices.

In line with the school's safeguarding duties and statutory responsibilities, pupils are not permitted to bring or use tracking devices on the school site or during any school-organised activity, including educational visits and residentials.

The prohibition is in place because:

- The use of personal tracking devices may result in the unauthorised monitoring of pupils or staff, which raises safeguarding and data protection concerns.
- Location data may be shared beyond the school's control, creating potential risks relating to privacy, consent and the safe handling of personal information.
- The presence of tracking devices may compromise established supervision, risk assessment and duty of care arrangements in place to safeguard pupils.
- Safeguarding arrangements during the school day and on educational visits are robust and proportionate; personal tracking devices are therefore unnecessary.

Any tracking device brought into school or on a visit will be managed in accordance with the school's Mobile Phone Policy and Behaviour Policy. The school accepts no liability for the loss or damage of prohibited items.

5.3 Sanctions

Pupils are expected to follow the policy and acceptable use agreement. Failing to follow the school's expectations will lead to confiscation. Parents will be expected to collect the mobile phone/smart watch/glasses from the office. Ongoing breeches to this policy will lead to the headteacher refusing permission for the pupil to bring in their watch/phone for the remainder of the academic year.

If a pupil fails to hand in their phone or is found using a device during the school day:

1. The device will be confiscated immediately.

2. The incident will be logged.

3. A parent/carer will be required to collect the device.

4. Persistent breaches may result in further behaviour sanctions.

Certain types of conduct with regards to mobile phone usage like 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 (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, or when working with pupils

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.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately identifiable.

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 provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for loss, theft or damage to devices that are brought to school. If the policy is not adhered to, the school accepts no liability.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises.

Pupils and parents/carers are aware of the disclaimer above from disclaimers in our permission forms for bringing a phone to school and reading the policy on the school website

Confiscated phones will be stored in the school office in a locked safe.

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

8. 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 in a timely manner.

9. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement

Pupils must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off (not just put on 'silent').
2. Phones must be handed to the adult in the school office on arrival to school to be stored for the school day.
3. Those attending before or after school clubs, phones must be switched off and remain in the school bag until the school day starts
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils on school site including the 'drop off zone.'
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. 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
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use 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.
11. Don't use your phone to view or share harmful content.
12. NO DEVICES are allowed on school trips or residentials or events such as discos.
13. 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.

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):	

Parents/Carers request for their child _____ to bring their mobile phone to school because they:

- Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement. 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 and from school.

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:	

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 staff room
- 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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