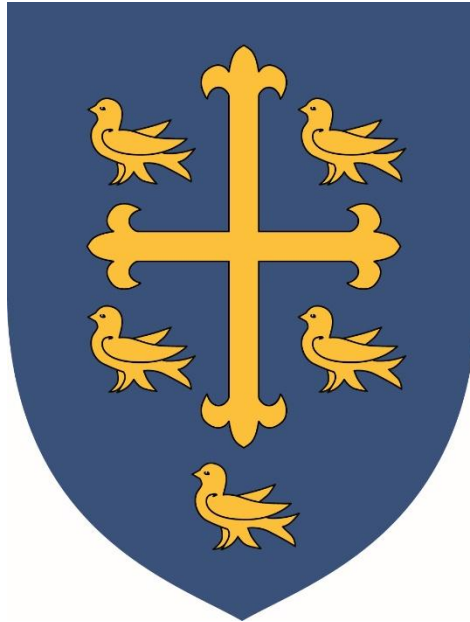


St. Edward's Catholic Primary School



Mobile Technology Policy 2025/26

'Jesus is at the heart of all that we do'

At St. Edward's, we are committed to safeguarding and promoting the welfare of the children and adults in our school, and we have the same expectation of our staff and volunteers.

Policy agreed/Signed by: _____
(Mr K Connolly – Chair of Governors)

Date: _____

Agreed on: September 2025

Review date: September 2026

Contents

1. Introduction and aims
 2. Relevant guidance
 3. Roles and responsibilities
 4. Use of Mobile devices by staff
 5. Use of mobile devices by pupils
 6. Use of mobile devices by parents/carers, volunteers and visitors
 7. Loss, theft or damage
 8. Monitoring and review
- Appendix 1: Template -Mobile device information slip for visitors
Appendix 2: Permission for allowing a pupil to bring their phone into school

Introduction and aims

St Edward's Catholic Primary School is committed to safeguarding and promoting the welfare of children; the safety, welfare and well-being of our pupils is paramount. We recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community and the aim of the Mobile Phone 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.

By prohibiting mobile phones, schools can create safe and calm environments free from distraction so all pupils can receive the education they deserve.

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.
- Support and develop children's learning and understanding of our whole school online safety rules;
- Support parents in understanding the issues and risks associated with children's use of digital technologies.

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 devices' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance (https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf) and behaviour guidance (https://assets.publishing.service.gov.uk/media/65ce3721e1bdec001a3221fe/Behaviour_in_schools_-_advice_for_headteachers_and_school_staff_Feb_2024.pdf). 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 leadership, governors, 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 Deputy Head Teacher is responsible for monitoring the policy every year, 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.

3.2 Governors

This policy is approved by Governors on an annual basis.

4. Use of mobile devices by staff

4.1 Personal mobile phones

Staff (including students, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile device, while children are present. Use of personal mobile devices must be restricted to non-directed teaching time, and to areas of the school where pupils are not present (such as the staffroom, offices, classrooms when children are not present). There may be circumstances in which it's appropriate for a member of staff to have use of their mobile device during directed teaching time/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-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number 0121 464 1730 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile device to process personal staff, pupil or school 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) or updating tracking/safeguarding sites such as Toolkit Tracker or My concern.

More detailed guidance on data protection can be found in the school's data protection policy and ICT 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 devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. All teachers have been provided with an iPad which is also available for other class-based staff to access. Personal devices must also not be used to access play lists on music apps such as Spotify, school-based devices need to be used for this.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips and activities (including the walking bus)
- Supervising residential visits
- To contact the main school building while supervising pupils in the school grounds

Staff are permitted to use personal mobile devices when supervising residential visits or school trips, but the mobile device should not be used while children are present.

The school provides a school mobile device for staff to contact parents/carers if needed.

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their mobile devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their mobile devices to contact parents/carers. If necessary, contact must be made via the school mobile, the school office or the onsite office of the residential centres. In exceptional circumstances, if there is a need to use a personal device, 141 should be used before dialling the personal number of the parent.
- In certain circumstances, staff can request to use their mobile device to take photographs during outdoor activities on residential, but this needs prior approval from the Head Teacher and needs to be recorded in the trip risk assessment. The decision for this will be made on a case-by-case basis. If approval is granted, all photographs would need to be downloaded by the end of the day and deleted from the phone/device of the staff member.

4.5 Smartwatches

Staff are permitted to wear smartwatches but these should not be connected to call or messaging facilities on their phone.

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. Pupils using mobile devices in school

Only those pupils who have parental consent to walk home may bring mobile phones into school. These must be handed into the school office as soon as a pupil enters the school building and then collected from the office at the end of the day. No other mobile devices are to be brought into school. Pupils are not permitted to take mobile devices or cameras on any trips, including residential. There are no exceptions to this policy.

5.1 Use of smartwatches by pupils

Pupils are not permitted to wear smartwatches to school. They must be left at home or with parents. Only simple analogue or digital watches are permitted in school.

Failure to adhere to the policy would be a breach of this policy and the behaviour policy and would result in the confiscation of the mobile device until the end of the school day. Parents would be contacted to inform them of the breach. If this re-occurred, the class teacher and year group lead would meet with the parent at the end of the school day.

The Headteacher or staff authorised by the Headteacher can conduct a search of pupil's phones/devices reference [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/device contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). As pupils do not have access to their phone during the school day, parents would be contacted before any search would be completed, unless to do so would put the child at risk.

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](#)

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

School will also support and promote the limited access to mobile devices in line with literature from Smartphone Free Childhood. We will also support parents by providing online safety advice.

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:

- Only taking photographs of their own child at a public event (such as a school fair, sports day, assembly or a performance). Permission from the Head Teacher will be provided at such times. Photographs are not permitted to be taken during Mass.
- Using any photographs or recordings for personal use only and not posting on social media without consent.
- Not using phones/devices in lessons, workshops, assemblies/Masses or when working with pupils. This extends to smart watches and camera/recording equipment for taking calls, messages, photographs or accessing the internet.
- Not using any phones/devices when volunteering and supporting school activities such as school trips.

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.

Parents/carers or volunteers supervising school trips or school activities must not:

- Use their phone/device to make contact with other parents/carers.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled with their full name and class and handed into the school office on arrival. School will facilitate this by appointing a monitor to collect the phones as the pupil enters the premises. Any pupil attending breakfast club will hand their phone into the office.

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

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

School will make sure pupils and parents/carers are aware of the disclaimer above by:

- Including disclaimers in the permission forms for walking home alone and bringing a device to school
- Including a disclaimer in the home-school agreement
- Providing a copy of the policy, which includes the disclaimer, on the school website

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 of pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- 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 Mrs J Kennett, Headteacher or Miss K Costello Deputy Head Teacher in a timely manner. This Policy is shared with Governors annually.

Appendix 1: Template mobile phone/device information for visitors

USE OF MOBILE PHONES/DEVICES IN OUR SCHOOL

- Please keep your mobile device on silent/vibrate while on the school grounds.

- Please do not use mobile devices where pupils are present.

If you must use your phone, you may go outside the school and away from any pupils.

- Do not take photos or recordings of pupils (unless it is your own child and with permission of the headteacher), or staff.
- Do not use your device in Mass, prayer services, 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 technology policy is available from the school office or on our school website.

APPENDIX 2

PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE TO SCHOOL PUPIL DETAILS

Pupil name: _____

Year group/class: _____

Parent(s) name(s): _____

The school has agreed to allow to bring [his/her] mobile phone to school because [he/she]:

- travels to and from school alone or without parental supervision.

By signing this agreement, I agree to abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

I agree to leave my phone at the office when I come on to the school site and collect it when leaving the site at the end of the day.

It will not be taken on any trips or visits.

I will not use my phone on the school site.

My phone/device will be turned off and clearly labelled with my full name and class.

I acknowledge that the school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while I am travelling to and from school.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY Authorised by: _____