



Whitley Abbey Primary School Mobile Phone and Smart Technology Policy

Approved by: Robbie Walker

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Whitley Vision and Values

Aims and Values

We aim...

- For everyone to be valued, safe and happy.
- To nurture the mental and physical health of everyone through our character values of; kindness, honesty, friendship, courage, resilience, and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children.
- To place a great emphasis on developing oracy and a love of reading and vocabulary, empowering all students, to find their voice to succeed in school and life.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.



Hand in Hand we Learn

Core Learning Values

A core learning value is a central belief clearly understood and shared by every member of the school community. We believe in commitment, opportunity, respect and excellence.

By **commitment** we mean that everyone

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level
- keeps the school rules

By **opportunity** we mean that everyone

- develops confidence through participation
- volunteers in a variety of school situations
- considers their own strengths
- pursues individual interests in a manner which broadens horizons

By **respect** we mean that everyone

- values all members of the school community
- displays good manners at all times
- displays tolerance of others with different points of view and beliefs
- shows respect for the school buildings, facilities and surrounding environment

By **excellence** we mean that everyone

- is proud of personal achievement
- produces work of the highest quality
- sets high standards and personal goals for improvement
- makes best use of talents, time and resources

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1. Introduction and aims

At Whitley Abbey Primary School we recognise that mobile phones and similar devices, including smartphones/smart accessories, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

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

ICT and Acceptable IT Use Policy

Positive Behaviour Policy

Safeguarding and Child Protection Policy

Online Safety Policy

Staff Code of Conduct

Confidentiality Policy

PSHE (including RSE) Policy

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 such as smart accessories: Items such as smart glasses, smart rings, air tags and other emerging technologies that can connect to the internet and perform various digital functions.

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

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 Designated Safeguarding Lead is responsible for monitoring the policy every 2 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/smart accessories by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone/smart accessories, while children are present. 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 or office areas). All staff must ensure that their mobile phones are stored away from their person and set to silent at all times. Whilst the wearing of smart watches is permitted, they should always be set to do not disturb mode to prevent notifications of calls and text messages occurring during directed time.

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 **02476 303392** as a point of emergency contact.

Smart Accessories

Items such as smart glasses, smart rings, and other emerging technologies that can connect to the internet and perform various digital functions. These devices are not permitted to be used while children are present and must be used in areas of school where pupils are not present.

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).

For more information please see the following policies:

Data Protection policy

ICT Acceptable Use policy

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.

Staff who use their personal mobile phone, or other electronic device such as a tablet computer, for work email must have adequate protection in place to protect the sensitive data that email can contain, including a passcode of at least 6 digits long to unlock the device. Should the device be lost

or stolen, staff must inform the Head teacher at the earliest opportunity so that steps can be taken to ensure sensitive data from emails remains secure.

CPOMS Authenticator

Staff are permitted to use their personal mobile phones in school for two factor authentication purposes related to CPOMS but this must not be in the presence of children.

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
- Staff must not use their mobile phones to contact parents. If necessary, contact must be made via the school office. The exception to this is when staff need to contact a parent who has either not arrived to collect a child from an event outside of school at the pre-agreed time, or in case of an emergency involving their child. In this event, staff will need to ensure they withhold their number.

Sanctions

See the school's Staff Code of Conduct for more information.

Use of mobile phones by pupils

Pupils are not permitted to use their mobile phones during the school day.

Use of smartwatches by pupils

Pupils are not permitted to wear smartwatches on the school grounds or when on an educational visit, including residential.

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 smart watches have wellness and health-related features.

Sanctions

- If a pupil does not follow the Mobile Phone & Smart Device Policy Agreement the Headteacher will confiscate the pupils phone/smart device.

- If the Headteacher does confiscate a mobile phone/ smart device the child's parent will need to collect the phone/smart device from the Headteacher.
- If parents are unable to collect the phone/smart device it will remain in school until the child's parent can collect the phone/device.

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

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

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy if they are on the school grounds during the school day. They will be informed of the rules for mobile phone use when they sign in or attend a public event at school. This means:

- Not using phones when working with pupils
- Not taking photographs/recordings of pupils, unless it's a public event where permission is granted by the school and only then should this be of their own child
- Using any photographs/recordings for personal use only, and not posting on social media channels
- Not using their mobile phone to make contact with other parents or to take photos or recordings of pupils whilst supporting on an educational visits to staff if they are on the school site during the school day.

The following information will be given to all visitors to school. It will also be posted and sent to parents via our app and social media as a reminder to all parents before events held at school.

Use of Mobile Phones and Devices at Whitley Abbey Primary 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 have an emergency and need to use your mobile phone please alert a member of staff and they will advise you a safe place to take/make a call.
- Do not take photos or recordings of a pupil (unless it is your own child) or staff. The Headteacher/Deputy Headteacher will offer an opportunity (where possible) after assemblies or performances for parents to take a photo of their own child.
- Do not use your phone in classrooms or when working with pupils

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

A full copy of our Mobile Phone and Smart Device Policy is available from the school office and on our website

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

- 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 during the school day.

Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are taken to the school office. They will be kept in a labelled envelope in a box and kept in a locked cupboard.

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 mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

We will make this disclaimer shared with staff and parents by

- Including disclaimers in our permission forms for bringing a phone to school
- Providing a copy of our policy and disclaimer to new pupils and parents/carers

Confiscated phones will be stored in the Headteachers office in a locked cupboard.

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

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 Michelle Reeve Designated Safeguarding Lead in a timely manner.

Appendix 1:

Pupil Mobile Phone and Smart Technology Agreement for Year 6 Pupils

We recognise that mobile phones and smart devices are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can provide a distraction in school and can provide a means of bullying or intimidating others. Therefore, even though we allow year 6 pupils who walk home to have a mobile phone/ smart technology, the following must be adhered to:

1. The phone must be switched off (not just put on silence) before entering school grounds and handed into the school office. These will be kept in a locked cupboard until the end of the school day.
2. Pupils are responsible for collecting their mobile phone from the school office at the end of the school day.
3. Pupils are not permitted to wear smartwatches/devices on the school grounds or when on an educational visit, including residential.
4. Pupils and parents must sign the mobile phone agreement.
5. Those children who do bring a phone to school may do so only in compliance with the guidelines on the mobile phone agreement prior to the phone coming into school.
6. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.
7. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
8. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
9. Don't share your phone's password(s) or access code(s) with anyone else.
10. Don't use your mobile phone to bully, intimidate or harass anyone. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.

This includes bullying, harassing or intimidating pupils via:

- Text/messaging app
- Social media.

Appendix 2:



Pupil Mobile Phone Agreement

PUPIL DETAILS	
Pupil name:	
Class:	
Parent/carer(s) name(s):	

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore, even though we allow pupils in year 6 who walk home to have a mobile phone, the following must be adhered to:

- The phone must be switched off before coming into the school grounds and handed to the school office.
- The phone will be kept in a locked cupboard until the end of the school day.
- Pupils are responsible for collecting their phone from the school office at the end of the school day.
- Pupils and parents must sign the mobile phone agreement.

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

The Mobile Phone Pupil Agreement:

- I will switch my mobile phone off before entering the school grounds.
- I will hand my mobile phone to the school office.
- I will be responsible for collecting my mobile phone from the school office at the end of the school day.
- I will not switch my mobile phone on until I have left the school grounds.
- I must not take any photographs using my phone whilst on school property.
- If I do not follow these rules, I understand that the Headteacher will confiscate my phone.
- If my phone is confiscated, I understand that my parent must come into school to collect it.
- If my parent is unable to collect my phone from school, the phone will remain in school until my parent can collect it.

Parent:

- If I wish my child to bring a mobile phone into school, I will sign this agreement.
- I understand that the school does not accept responsibility for mobile phones lost on the school premises.
- I understand that if my child uses their phone inappropriately in school, the phone will be taken from my child and kept in school until I am able to collect it.

Pupils Signature:..... **Date:**/...../.....

Parents Signature:..... **Date:**/...../.....

Appendix 3:

Template Mobile Phone/Smart Device information slip for visitors

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- Do not take photos or recordings of a pupil (unless it is your own child) or staff. The Headteacher /Deputy Headteacher will offer an opportunity (where possible) after assemblies or performances for parents to take a photo of their own child.
- Do not use your phone in classrooms or when working with pupils

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