



Trinity St. Peter's

Church of England Primary School

where children shine

Mobile Phone and Smart Technology Policy

Guided by Our Faith in Everything That We Say and Do

Our School Vision



At Trinity St. Peter's, we are driven by the belief that every child is a star. In partnership with our local and global community, we equip each child with the skills, values, and mindset to shine.

We are committed to creating a school where every child feels they belong, where differences are recognised and celebrated, and where every individual is valued. Our curriculum is innovative, inclusive, and engaging, inspiring a lifelong love of learning and high aspirations.

We nurture children's growth academically, socially, emotionally, and spiritually. Through personal development and opportunities for pupil voice and leadership, we empower children to shape their futures and make a positive difference in the world.

Together, as a community, we work to ensure equity, success for all, and a deep celebration of diversity, rooted in kindness, inclusion, and mutual support.

Purpose of the Policy

At Trinity St Peter's, we are committed to providing a safe, calm and purposeful learning environment in which every child can flourish and shine.

This policy sets out the school's expectations regarding mobile phones, smart watches and other connected personal devices. It aims to protect pupils' wellbeing and online safety, minimise distraction and disruption, support positive relationships and ensure that pupils can focus fully on learning and participation in school life.

In accordance with [Department for Education statutory guidance](#), Trinity St Peter's is a mobile phone-free environment by default. Pupils must not use or have access to mobile phones or other smart technology with similar functionality during the school day, including during lessons, breaktimes and lunchtimes.

This policy should be read alongside the school's:

- Behaviour Policy
- Online Safety Policy
- Safeguarding Policy
- SEND Policy
- Equality and Inclusion Policy
- Acceptable Use Agreements.

Scope

For the purposes of this policy, references to **mobile phones and smart technology** include personal devices capable of communication, messaging, receiving notifications, accessing online content or recording audio, photographs or video.

This includes, but is not limited to:

- mobile phones and smartphones;
- smart watches;
- internet-enabled watches;
- communication-enabled wearable technology; and
- other personal connected devices with similar functionality.

This reflects DfE guidance, which states that references to mobile phones should also apply to other communication and smart technology that schools choose to include within their policy.

Our Expectations

Pupils do not need a mobile phone or smart device during the school day. Parents and carers who need to contact their child should do so through the school office. Similarly, where a pupil needs to contact home during the school day, this will be facilitated by school staff where appropriate.

We recognise, however, that some parents may wish their child to carry a mobile phone or device for safety or communication purposes when travelling independently to and from school.

Where permission has been granted for a pupil to bring such a device to school:

- the device must be switched off before entering school;
- it must be handed directly to the class teacher on arrival;
- it will be stored securely during the school day;
- the pupil must not access or use the device during the school day; and
- it will be returned to the pupil at the end of the school day.

Mobile phones, smart watches and other connected devices must not be kept in pupils' bags, pockets, coats or elsewhere in school.

This arrangement enables pupils who require a device for their journey to and from school to have one available while ensuring that they do not have access to it during the school day. This is consistent with the approach expressly recognised in DfE statutory guidance.

Permission to Bring a Device to School

Pupils should only bring a mobile phone, smart watch or connected personal device to school where there is a genuine reason for doing so, such as travelling independently to or from school.

Parents and carers must complete the school's **Mobile Phone, Smart Watch and Connected Device Agreement** (see Appendix) before a pupil routinely brings a device onto the school site.

Permission is conditional upon the pupil and parent/carers complying with this policy and the associated agreement.

The school accepts no responsibility for loss or damage to personal devices brought onto the school site, except where responsibility arises under applicable law.

Smart Watches and Other Connected Devices

Smart watches and similar connected devices are treated in the same way as mobile phones.

A pupil must not wear or retain a smart watch during the school day where it has functionality that enables communication, messaging, notifications, internet access, photography, video or audio recording.

Where a pupil brings such a device to school, it must be switched off and handed to the class teacher in accordance with the arrangements above.

A standard watch without smart or connected functionality may be worn in accordance with normal school expectations.

Exceptions and Reasonable Adjustments

The school recognises that there may be exceptional circumstances in which access to a mobile phone or connected device is necessary.

Reasonable adjustments will be made where required, including where access to a device is necessary because of a pupil's disability, SEND or medical condition.

Any exception will be considered individually and agreed with the Headteacher or appropriate senior leader. Where access is permitted, clear arrangements will be established regarding the purpose, time, location and manner in which the device may be used.

This reflects the school's duties under the Equality Act 2010 and its responsibilities for supporting pupils with medical conditions. DfE guidance specifically recognises, for example, that some pupils may require a connected device for medical monitoring.

Breaches of the Policy

Where a pupil brings a device to school without following the agreed procedure, accesses a device during the school day or otherwise breaches this policy, staff will respond consistently and proportionately in accordance with the school's Behaviour Policy.

Depending upon the circumstances:

- the device may be confiscated and stored securely;
- the pupil will be reminded of the school's expectations;
- parents/carers may be informed;
- repeated breaches may result in the device being returned directly to a parent/carer; and
- permission for the pupil to bring a device to school may be reviewed or withdrawn.

The DfE confirms that schools may use proportionate sanctions, including confiscation, where their mobile phone policy has been breached.

Searching and Confiscation

Where there are reasonable grounds to suspect that a pupil possesses a device contrary to school rules, any searching, confiscation or examination of a device will be undertaken only in accordance with current legislation, Department for Education guidance and the school's Behaviour and Safeguarding policies.

Mobile phones and similar devices are identified within the school's Behaviour Policy as items which may be searched for where the appropriate legal threshold is met.

Staff must not routinely search the contents of a pupil's device simply because it has been used in breach of this policy.

Safeguarding and Online Safety

Where the use or content of a mobile phone or connected device raises a safeguarding concern, staff must follow the school's Safeguarding and Child Protection Policy and report the concern immediately to the Designated Safeguarding Lead or a Deputy DSL.

This includes concerns relating to:

- bullying or cyberbullying;
- inappropriate or harmful content;
- sexual harassment or sexualised content;
- sharing of images;
- coercion, exploitation or grooming;
- threats or abuse;
- contact with unknown individuals; and
- any indication that a child may be at risk of harm.

A breach of the mobile phone policy should therefore not automatically be treated solely as a behaviour matter. Staff must consider whether the circumstances indicate a safeguarding concern. This distinction is explicitly required by the DfE guidance.

School Trips, Residential Visits and Activities Outside the School Day

The school will determine appropriate arrangements for mobile phones and smart technology during educational visits, residential visits and activities taking place outside the normal school day.

Unless parents and pupils are informed otherwise, the school's usual expectations regarding mobile phones and smart technology will apply.

Where different arrangements are appropriate because of the nature or duration of a visit, these will be communicated clearly to pupils and parents in advance.

Staff Use of Mobile Phones and Smart Technology

Staff are expected to model responsible and professional use of technology (see Appendix 2).

Personal mobile phones and smart devices must not be used for personal purposes in front of pupils during the school day. Devices should be stored securely and only accessed in designated staff areas or where their use is necessary for an authorised professional purpose.

There may be legitimate occasions when staff use a mobile phone or similar device for professional purposes, including multi-factor authentication, educational activities, school communication or during educational visits.

Any photography or recording of pupils using a personal staff device must be undertaken only where expressly permitted by the school and in accordance with the school's Online Safety Policy, Acceptable Use Agreement, safeguarding procedures and data protection requirements.

This is consistent with the DfE expectation that staff should not use personal phones for personal reasons in front of pupils, while recognising legitimate professional uses.

Partnership with Parents and Carers

Parents and carers play an important role in supporting the school to maintain a mobile phone-free environment.

We ask parents and carers to:

- support and reinforce the school's expectations;
- discuss safe and responsible mobile phone use with their child;
- ensure that any device brought to school has been authorised;
- remind their child to switch off and hand in their device on arrival; and
- contact the school office rather than their child's personal device during the school day.

The school will ensure that this policy and associated expectations are communicated clearly to families and are publicly accessible. The DfE specifically requires schools to publish details of their policy and to make expectations and sanctions clear to pupils and parents.

Pupil Education

The school's approach is not intended simply to remove mobile phones from the school day. Through PSHE, Online Safety, Computing and wider Personal Development, pupils are taught to understand why a mobile phone-free environment supports their safety, wellbeing, relationships and learning.

Pupils are taught about age-appropriate risks associated with mobile phones and connected technology, including distraction, excessive screen use, inappropriate content, online communication, privacy, cyberbullying and the sharing of personal information and images.

They are also encouraged to recognise the benefits of periods of time without personal devices and to develop healthy, responsible and balanced relationships with technology.

This reflects the statutory guidance particularly well: the DfE says pupils should understand both the risks associated with mobile phones and the benefits of a mobile phone-free environment, rather than schools relying solely upon prohibition.

Roles and Responsibilities

The Governing Body will ensure that the policy supports the school's statutory responsibilities and is implemented appropriately.

The Headteacher and Senior Leadership Team will ensure that expectations are communicated clearly, applied consistently and reviewed in response to statutory guidance and the needs of the school community.

All staff are responsible for consistently implementing the policy, modelling appropriate use of technology and responding appropriately to safeguarding concerns.

Pupils are responsible for following the school's expectations and handing in authorised devices as required.

Parents and carers are expected to support the school's mobile phone-free approach and the terms of the Mobile Phone, Smart Watch and Connected Device Agreement.

Monitoring and Review

The effectiveness of this policy will be monitored through behaviour and safeguarding information, pupil and parent feedback, staff observations and the school's wider monitoring of online safety and personal development.

The policy will be reviewed annually, or sooner where there are changes to statutory guidance, legislation, technology or identified safeguarding risks.

Appendix 1:

Mobile Phone, Smart Watch and Connected Device Agreement

In accordance with statutory Department for Education guidance, pupils must not use or access mobile phones or other smart technology with similar functionality throughout the school day, including during lessons, breaktimes and lunchtimes.

We recognise that some pupils may need to bring a mobile phone, smart watch or other connected device to school for safety reasons associated with travelling independently to and from school. Where parents/carers consider this necessary, the expectations set out in this agreement must be followed.

For the purposes of this agreement, connected devices include personal devices capable of communication or smart functionality, including sending or receiving messages or notifications, accessing the internet, taking photographs, recording audio or video, or sharing location information.

The school cannot accept responsibility for loss, theft or damage to personal devices brought onto the school site.

During the School Day

Where a pupil has permission to bring a mobile phone, smart watch or connected device to school, it must:

- be switched off before entering the school grounds;
- be handed directly to the class teacher on arrival at school;
- remain securely stored by the school throughout the school day;
- not be accessed by the pupil at any point during the school day unless an individual exception has been agreed by the school; and
- be returned to the pupil at the end of the school day for their journey home.

Pupils must not keep mobile phones, smart watches or other connected devices in their school bag, on their person or elsewhere in school during the school day.

Pupils must not use a personal device to make or receive calls or messages; access the internet, social media, artificial intelligence applications or digital platforms; take photographs; record video or audio; use location-sharing functions; or communicate digitally with others during the school day.

If a pupil needs to contact a parent/carer during the school day, this should be done through the school office. Similarly, parents/carers should contact the school office rather than contacting their child directly.

Exceptions and Reasonable Adjustments

The school recognises that there may be exceptional circumstances in which an individual pupil requires access to a mobile phone, smart watch or connected device during the school day. This may include reasonable adjustments for pupils with special educational needs or disabilities, medical needs, or other exceptional circumstances.

Any exception will be considered on an individual basis and must be agreed in advance with the Headteacher. Where an exception is agreed, clear arrangements will be established with the pupil and their parent/carer.

Failure to Follow Expectations

If a mobile phone, smart watch or connected device is switched on, visible, accessed or used during the school day without an agreed exception:

- the device will be confiscated by a member of staff;
- the device will be stored securely until the end of the school day; and
- the incident will be dealt with in accordance with the school's Behaviour Policy.

For repeated breaches, parents/carers may be required to collect the device from school and permission for the pupil to bring the device onto school premises may be withdrawn.

Where use raises a safeguarding concern, including inappropriate photography or recording, cyberbullying, harmful or inappropriate communication or other online safety concerns, the school will follow its Safeguarding, Behaviour and Online Safety procedures and may involve external agencies where appropriate.

Parent/Guardian Permission

If you consider it necessary for your child to bring a mobile phone, smart watch or connected device to school for their journey to and from school, please email the class teacher via the class account to provide your approval and details of the device.

By sending this email, you confirm that:

- you have read and understood this agreement;
- you give permission for your child to bring the specified device to school;
- you understand that the device must remain switched off, stored away and inaccessible throughout the school day unless an individual exception has been agreed;
- you will reinforce the school's expectations with your child;
- you understand that the school accepts no responsibility for loss, theft or damage to personal devices brought onto the school site; and
- you understand that permission to bring a device onto school premises may be withdrawn if these expectations are not followed.

Appendix 2:

Trinity St Peter's C.E Primary School

Staff Acceptable Use Agreement

This agreement applies to all staff, governors, volunteers, contractors, students and visitors who access the school's digital systems, devices, networks or online services.

The purpose of this agreement is to ensure that technology is used safely, professionally, responsibly and in accordance with safeguarding requirements.

All users are expected to read, understand and comply with the school's Online Safety Policy, Safeguarding Policy, Staff Code of Conduct and Data Protection procedures.

Professional Responsibilities

I will:

- use school technology, devices, networks and online services professionally and responsibly
- maintain high standards of conduct both online and offline
- model safe, respectful and responsible technology use for pupils
- support and promote the school's Online Safety Policy
- report any safeguarding concerns relating to online activity immediately in line with school procedures
- maintain appropriate professional boundaries at all times
- ensure that all electronic communication is professional, appropriate and compatible with my role
- use only approved school systems and platforms when communicating with pupils, parents and colleagues
- protect passwords and login credentials and never share them with others
- lock devices when unattended and store them securely
- ensure that confidential information is accessed, stored and shared appropriately
- comply with all relevant data protection and GDPR requirements

Personal Devices

Personal mobile phones, smart watches and other connected devices may be brought onto site but must not interfere with professional responsibilities.

I understand that:

- personal devices should be stored securely when not in use
- personal devices must not be used whilst supervising pupils except in an emergency or with authorisation from a member of the leadership team
- smart watches and other wearable technology must not be used for personal communication whilst supervising pupils or undertaking professional duties, except in an emergency
- staff should ensure that notifications, calls and messages on smart watches and wearable devices do not distract from their professional responsibilities or compromise safeguarding
- photographs, videos or recordings of pupils should normally be taken using authorised school devices
- personal devices must not be connected to school systems unless authorised

- personal devices must not be used in a manner that compromises safeguarding or professional conduct

Where exceptional circumstances require the use of a personal device, such as during an educational visit or off-site activity, staff must ensure that:

- authorisation has been obtained from the Educational Visits Coordinator, Headteacher or a member of the Senior Leadership Team in advance wherever possible
- images are transferred to an approved school system as soon as reasonably practicable
- images are permanently deleted from the personal device immediately following transfer
- images are not shared through personal messaging services, social media platforms or personal cloud storage accounts
- automatic cloud synchronisation of images is disabled whilst personal devices are being used
- all use complies with safeguarding, data protection and parental consent requirements

Social Media and Online Conduct

I understand that my online conduct should reflect the same professional standards expected offline.

I will not:

- post offensive, discriminatory, abusive or defamatory comments
- share confidential information relating to the school, pupils, families or staff
- publish photographs, videos or information relating to school activities without authorisation
- engage in online behaviour that could damage the reputation of the school or my professional role
- communicate with current pupils through personal social media accounts, messaging services or online gaming platforms
- accept friend requests, follows or similar connections from current pupils

I understand that online behaviour outside of school may be considered under professional conduct expectations where it affects my suitability to work with children or the reputation of the school.

Artificial Intelligence (AI)

Artificial intelligence technologies are increasingly used within education and society.

I will:

- use AI tools professionally, ethically and responsibly
- critically review and check all AI-generated content before using it
- ensure that professional judgement remains my responsibility
- never input confidential, personal, safeguarding or sensitive school information into publicly available AI platforms
- only use AI tools with pupils where their use has been approved by the school and appropriate safeguarding, filtering, monitoring and data protection considerations have been addressed
- comply with school guidance relating to the use of AI technologies

Filtering and Monitoring

I understand that school networks, systems and devices are subject to filtering and monitoring arrangements designed to safeguard pupils, staff and the wider school community.

I will:

- use school systems in accordance with school expectations
- report any concerns regarding filtering, monitoring or online safety immediately
- remain vigilant to emerging online risks and safeguarding concerns
- support the effective implementation of the school's filtering and monitoring procedures

Photography and Digital Media

I understand that photographs, videos and recordings of pupils should normally be taken using authorised school devices and systems. Where exceptional circumstances require the temporary use of a personal device, staff must follow the school's procedures for authorisation, secure transfer and deletion of images.

Any images or recordings must:

- have an educational or school-related purpose
- be stored securely
- comply with parental permissions and school procedures
- never place pupils in compromising or inappropriate situations

Agreement

I understand that failure to comply with this agreement may result in disciplinary action and, where appropriate, referral to external agencies.

I agree to follow this Staff Acceptable Use Agreement and support the safe, responsible and effective use of technology throughout Trinity St Peter's Church of England Primary School.

Name: _____

Signature: _____

Date: _____

Appendix 2:

Trinity St Peter's Church of England Primary School

Pupil Acceptable Use Agreement

At Trinity St Peter's, we want all pupils to enjoy using technology safely, responsibly and respectfully.

Technology provides exciting opportunities for learning, creativity, communication and personal development. To help keep everyone safe, all pupils are expected to follow these Online Safety expectations when using school devices, systems and online services.

I will:

- use technology safely, responsibly and respectfully
- be kind and respectful to others online
- follow the instructions of adults when using technology
- keep my passwords private
- protect my personal information
- only use websites, apps and online services approved by school
- think carefully before sharing information online
- tell a trusted adult if something online worries, upsets or confuses me
- report anything that makes me feel unsafe
- take care of school devices and equipment
- use technology in a way that supports learning

I will not:

- use technology to upset, bully or exclude others
- access inappropriate websites, images or content
- deliberately bypass school filtering or monitoring systems
- share personal information online
- use another person's account, login details or password
- take photographs, videos or recordings without permission
- download software, applications or files without permission
- deliberately damage devices, equipment or digital work
- use artificial intelligence tools unless directed by a teacher
- use technology in a way that could place myself or others at risk

Getting Help

If I see or experience anything online that makes me feel worried, upset, uncomfortable or unsafe, I will:

- stop what I am doing
- not respond or share the content
- tell a trusted adult immediately
- Trusted adults may include:
 - my parent or carer
 - my class teacher
 - a member of school staff
 - Mrs Martin (the Designated Safeguarding Lead)

Monitoring

I understand that the school may monitor the use of school devices, systems and online services to help keep children safe and support learning.

Agreement

I understand that using technology safely is part of being a responsible member of our school community.

I agree to follow this Pupil Acceptable Use Agreement whenever I use school technology, devices, networks or online services.

Pupil Name: _____

Pupil Signature: _____

Class: _____

Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____