

St Michael and All Angels CE VA Primary School



Mobile and Smart Technology Policy

1. Policy Aims and Scope

Online safety is an integral part of safeguarding. This policy sets out our approach to the access and use of mobile phones and smart technology to empower, protect and educate pupils, staff and visitors in the safe and responsible use of technology. This policy reflects the DfE expectation that schools should be **mobile phone-free throughout the school day**, while allowing reasonable adjustments and practical arrangements for pupils who travel independently.

At St Michael and All Angels CE VA Primary School, we are committed to providing a safe, calm and focused learning environment where all children can flourish academically, socially and emotionally.

In line with the Department for Education's *Mobile Phones in Schools Guidance (February 2026)*, St Michael and All Angels CE VA Primary School is a **mobile phone-free environment throughout the school day**.

We believe that children learn best when free from distractions and that reducing access to mobile phones and smart technology during the school day supports:

- Safeguarding and online safety
- Positive behaviour and wellbeing
- Improved concentration and learning
- Positive social interaction and play
- Protection from online risks and harmful content
- Protection from inappropriate photography, recording and sharing of images

As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), **Sara Richardson**, has overall responsibility for online safety.

This policy applies to:

- Pupils
- Parents and carers
- Staff
- Governors
- Volunteers

- Visitors
- Contractors
- Any other individuals working on behalf of the school

The policy covers:

- Mobile phones
 - Smartphones
 - Tablets
 - E-readers
 - Gaming devices
 - Smartwatches
 - Fitness trackers
 - Wearable technology
 - Any device capable of communication, internet access, recording images, audio or video
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2. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
 - Online Safety Policy
 - Behaviour/Relationships Policy
 - Anti-Bullying Policy
 - Relationships Policy
 - Staff Code of Conduct
 - Computing Policy
 - PSHE Policy
 - RSE Policy
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3. Safe Use of Mobile and Smart Technology

St Michael and All Angels CE VA Primary School recognises that technology plays an important role in modern life. However, all members of our school community have a responsibility to use technology safely and appropriately.

All users are expected to:

- Keep devices secure.

- Use strong passwords or PINs.
- Report loss or theft immediately.
- Ensure devices do not contain offensive, inappropriate, illegal or harmful content.
- Use technology respectfully and responsibly.

The school accepts no responsibility for loss, theft or damage to personal devices brought onto site.

Mobile Phone-Free School Day

In line with DfE guidance:

Mobile phones and smart devices must not be used by pupils at any point during the school day, including:

- Before school whilst on site
- During lessons
- Breaktimes
- Lunchtimes
- After school whilst on site
- Educational visits unless specifically authorised

4. Staff Use of Mobile and Smart Technology

Staff are expected to model safe and professional use of technology at all times.

Staff must:

- Keep personal devices secure.
- Keep phones on silent during teaching time.
- Store devices safely when teaching.
- Disable Bluetooth, Airdrop and similar sharing functions.
- Only use personal devices during breaktimes and away from pupils.
- Never use personal devices to photograph or record pupils.

Use of Mobile Phones for Recording

In certain circumstances, and only with the prior permission of the Headteacher, staff may be required to use a mobile phone to take photos or recordings of pupils.

Where photographs or recordings of pupils are taken for these purposes:

- Images will only be taken where necessary and proportionate.

- The image will be shared immediately with the Headteacher, a member of the Senior Leadership Team (SLT) and/or the School Business Manager/School Support Officer as appropriate.
- The image will be transferred to a secure school system as soon as possible.
- **The image will be permanently deleted from the personal mobile device immediately after it has been shared and confirmed as received.**
- Images must not be stored on personal devices, cloud storage accounts, messaging apps, social media platforms or personal email accounts.
- Any use of personal devices in these circumstances must comply with safeguarding, data protection and GDPR requirements.

The Headteacher will maintain oversight of any occasion where personal devices are used to record evidence involving pupils.

This ensures that, where there is a legitimate operational or safeguarding need to capture evidence quickly,

Educational Visits

Designated staff may carry mobile phones during educational visits for safeguarding, emergency contact and communication purposes.

Remote Learning

Staff should use school-issued equipment whenever possible.

Staff Smartwatches

Smartwatches may be worn by staff but:

- Must not be used for calls, messages or notifications whilst supervising children.
- Must not store or record pupil information.
- Must not take photographs or videos.
- Must not connect to school Wi-Fi.
- Notifications should be disabled during working hours.

Failure to comply may result in disciplinary action.

Any concerns regarding inappropriate or illegal use of devices will be reported to:

- The Headteacher
- The Local Authority Designated Officer (LADO)
- Police (where appropriate)

5. Pupil Use of Mobile Phones and Smart Technology

Mobile Phones

The school is a mobile phone-free environment.

EYFS and Key Stage 1

Pupils should not bring mobile phones to school.

Key Stage 2

Where parents feel it is necessary because a child walks independently to and from school, a mobile phone may be brought to school under the following conditions:

- The phone must be switched off before entering the school site.
- The phone must be handed into the school office immediately upon arrival.
- Phones will be securely stored in the school office during the school day.
- Phones will be returned at the end of the school day.
- Phones must not be used anywhere on school premises.

The school cannot accept responsibility for devices not handed in according to procedures.

Contacting Home

If a pupil needs to contact home:

- They must do so via the school office.

Parents and carers must:

- Contact children through the school office.
- Not contact pupils directly during the school day.

Exceptions will only be agreed by the Headteacher.

Medical and Exceptional Circumstances

The school recognises that some pupils may require access to personal technology due to:

- Medical conditions
- SEND needs
- Other exceptional circumstances

In these situations:

- A risk assessment will be completed.
- Arrangements will be agreed with parents.
- Written agreements will be put in place.

Reasonable adjustments will be made where appropriate.

Smartwatches

In line with DfE guidance, smartwatches that can:

- Make calls
- Send messages
- Access the internet
- Take photographs
- Record audio or video
- Receive notifications

are **not permitted in school**.

Children may wear a simple watch that tells the time.

Any exceptions for medical purposes must be agreed with the Headteacher.

Confiscation and Sanctions

Where a pupil breaches this policy:

First Incident

- Device confiscated and returned at the end of the day.

Repeated Incidents

- Device confiscated.
- Parent/carer required to collect the device.

Persistent Breaches

- Meeting with parents.
- Behaviour support plan where appropriate.

Serious Misuse

Misuse involving:

- Photography
- Recording
- Social media
- Bullying
- Harassment
- Safeguarding concerns

will be dealt with under the school's Behaviour and Child Protection Policies.

Where necessary, devices may be retained and referred to the police.

Searching and Confiscation

In accordance with DfE guidance, mobile phones are identified as items that may be searched for where there are reasonable grounds to believe a pupil is in possession of a device contrary to school rules.

Searches will be conducted in line with statutory guidance and the school's Behaviour Policy.

6. Visitors' Use of Mobile and Smart Technology

Visitors, volunteers, contractors and parents must:

- Keep phones on silent.
- Not use mobile phones around children.
- Not take photographs or recordings of pupils.
- Not access school Wi-Fi without authorisation.
- Disable Bluetooth and similar sharing functions where appropriate.

Mobile phone use should only take place in designated adult areas.

Visitors are expected to follow:

- Safeguarding procedures
- Visitor protocols
- Online Safety Policy

Staff should challenge any inappropriate use and report concerns to the DSL or Headteacher.

7. Monitoring and Review

This policy will be reviewed annually by:

- Headteacher
- Governors

The policy will also be reviewed following:

- Changes to legislation
 - DfE guidance updates
 - Safeguarding incidents
 - Significant technological developments
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8. Responding to Policy Breaches

All members of the school community are expected to report concerns regarding misuse of mobile phones or smart technology.

The school will:

- Investigate concerns appropriately.
- Follow safeguarding procedures where necessary.
- Inform parents/carers as appropriate.
- Work collaboratively to resolve issues.
- Implement lessons learned following incidents.

All members of the community must respect confidentiality and follow official reporting procedures.

Approved by:

Headteacher

Ratified by:

Governing Body

Review Date:

September 2027

Related Guidance

Department for Education: *Mobile Phones in Schools Guidance (February 2026)*
Keeping Children Safe in Education (Current Version)
UK General Data Protection Regulation (UK GDPR)
Data Protection Act 2018