

St Michaels Primary School



MOBILE/SMARTPHONE AND SMART DEVICE POLICY

*At St Michael's we learn, grow and look after each other as part of
God's Family.*

Reviewed and ratified by the Board of Governors	<i>May 2025</i>
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Contents

1. Introduction and aims	2
2. Relevant guidance	2
3. Roles and responsibilities	3
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils.....	4
6. Use of mobile phones by parents/carers, volunteers and visitors	5
7. Loss, theft or damage	6
8. Monitoring and review.....	Error! Bookmark not defined.
9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances	7
10. Appendix 2: Permission form allowing a pupil to bring their phone to school	8
11. Appendix 3: Template mobile phone information slip for visitors	10

1. Introduction and aims

At St Michael's we recognise that mobile phones and similar devices, including smartphones and smartwatches, are an important part of everyday life for our pupils, parents/guardians and staff, as well as the wider school community.

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, safeguarding and positive 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 Guidance for Schools on Pupils' [Personal Use of Mobile Phones and other Similar Devices During the School Day](#). Further guidance that should be considered alongside this policy is DE [Safeguarding and Child Protection in Schools](#) .

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 Principal 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.

3.2 Governors

This policy will be reviewed by governors bi-annually.

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, 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).

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):

- In the case of acutely ill dependents or family members
- Awaiting a call from a medical professional.

The Principal 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 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).

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.

Currently staff use their personal mobile phones to take photographs or recordings of pupils, or their work.

These photos are uploaded to the school system and deleted from the personal phone by the end of the working day (before leaving school premises). In this instance the staff member may have their phone out during the day, however must be securely put away once the photograph(s) have been taken and/or uploaded.

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 aren't limited to:

- To use multi-factor authentication apps
- Emergency evacuations
- Supervising off-site trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- 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.

5. Use of mobile phones by pupils

Pupils are not permitted to bring mobile phones on to school premises. This type of approach is most suitable for primary school aged children and is the Department's recommended approach for primary schools.

(Department for Education's Guidance for Schools on Pupils' [Personal Use of Mobile Phones and other Similar Devices During the School Day](#))

5.1 Use of smartwatches by pupils

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, create, send and receive text and voice messages, access the internet, make calls, listen to music, and take photographs.

- Smart watches are not permitted in school. Pupils may wear a digital or analogue watch which does not have any of the features listed above.

5.2 Exceptions for Special Circumstances

The school may permit pupils to bring a mobile phone in school, due to exceptional circumstances. For instance (this list is not exhaustive)

- Pupils travelling to school by themselves.
- Pupils with diabetes who use their phones/smart watch to monitor their blood sugar.

This will be considered on a case-by-case basis. To request such permission parents/guardians should complete the Permission Request Form to permit a pupil to bring their phone to school (Appendix 2).

Any pupils who are given permission must then adhere to the school's Acceptable Use Agreement for mobile phone use (see Appendix 1).

5.3 Sanctions

Should a breach of this policy occur the phone/device will be removed from the pupil and held in the school office until contact is made with parent/guardian.

The pupil's parent/guardian will be contacted and arrangements made for the return of the device.

Repeated breaches of this policy will be dealt with in line with the school positive behaviour policy.

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

Parents/guardians, 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.

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 which 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.

7. Loss, theft or damage

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.

Phones that have been brought to school with permission from school will be stored in the the school office during the day.

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

Pupil Mobile/SmartPhone Acceptable Use Agreement

I understand that I have been granted permission to bring my phone to school based on the following agreement.

1. Phones must be switched off (not just put on 'silent') before entering the school site.
2. Once on site phone will remain in the school bag until you reach the school office.
3. During the school day mobile phones must be left in the school office and collected at the end of the school day.
4. At the end of the school day once you have collected your phone it will remain in the school bag until you leave the school site.
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. 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.
8. Phones found in pupil's possession during the school day will be confiscated and parents/guardian contacted

Signed (Pupil)Date

Signed(Parent)Date

Appendix 2: Permission Request Form to permit a pupil to bring their phone to school.

Pupil name	
Class	
Parent/Carers name	

1. I request permission for my child, named above, to bring their mobile phone to school

Please choose the relevant box below

- Everyday []
- Specific Days, please specify []

2. I request that my child is permitted to bring their mobile phone to school because

Please choose the relevant box below

- Travels to and from school alone []
- Is a young carer []

Other, please specify

.....

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Pupils who bring a mobile phone to school must abide by St Michael's Primary School's Mobile Phone Policy and follow the Mobile Phone Acceptable Use 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 school reserves the right to revoke permission if pupils do not abide by the policy.

Parent Signature:

Date:

This part to be completed by Principal/Vice-Principal

Child's Name:

Class:

Having considered your request carefully, I have decided that the mobile phone:

Can be brought into school and left in School Office. []

May not be brought into school. []

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.....
.....

Signed:

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 the staffroom, an unused room or outside.
- Do not take photos or recordings of pupils 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.