



## Priestsic Primary and Nursery School

### Mobile Phone, Devices and Smart Watch Policy

#### Introduction

Mobile phones, alongside other forms of technology, such as tablets and smart watches are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Technology is embedded within young peoples' modern lives with 97% of children owning a phone by the age of 12 (Mobile phones in schools – February 2024). The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines on allowing pupils to bring mobile phones, smart devices and smart phones into school, which limits the impact on pupils' education through unnecessary risk, distraction and diversion. This policy makes explicit reference to camera mobile phones, devices and smart phones.

**Where mobile phones or mobile device are referenced, it is used to include other devices such as iPads/tablets or wearable technology such as smart watches.**

#### Camera Mobile Phones and Wearable Technology such as Smart Phones

Camera mobile phones are becoming increasingly popular and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be instantly posted on the internet or in chat rooms and shared via social media.

There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers or other stakeholders.

**The use of Smart Watches is not appropriate in school due to risks of loss and damage and of misuse in the same way as mobile phones or tablets.**

This policy applies to all individuals who have access to personal mobile phones/tablets/Smartwatches etc on the school site. This includes staff, volunteers, governors, students, pupils, parents and visitors.

It is recognised that it is the enhanced functions of many mobile phones and other devices that cause the most concern, and which are susceptible to misuse. Misuse includes the taking of, and distribution of indecent images, exploitation and bullying.

It is appreciated that it can be very difficult to detect when such devices are present or being used. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

#### Staff Use

- Staff should ensure that mobile phones are turned off or on silent during lessons. They should be kept securely and should not be left on display.
- It is expected that staff will not make/receive calls, texts or any other communication made via their mobile device whilst working with children.
- Staff are not at any time permitted to use recording equipment on their personal mobile phones, for example, to take photographs, recordings of children, or sharing images.
- Mobile phones should not be used in a space where children are present. (e.g. classroom or playground)
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephone in the office. If the need arises that they need to use their own personal device, such as on a residential, then staff should ensure that their number is withheld.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

*An exception to this policy is within an emergency situation such as Lockdown or Shelter Procedure, where staff may need to communicate with each other or the outside world.*

**This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.**

## **Pupil Use**

We recognise that mobile phones are a part of everyday life for many children and that they also play an important role in helping pupils to feel safe and secure. While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, in years 5 and 6, if they walk to and from school without adult supervision, we discourage younger pupils bringing mobile phones, and all pupils bringing Smart Watches or other types of wearable technology to school due to the potential issues raised above. The same applies to iPads or other tablets. We are happy therefore to allow pupils to bring their mobile phones to school provided that they follow a few simple guidelines.

- Only Year 5 and 6 are permitted to bring their mobile phones in to school unless permission is given by the Headteacher.
- A permission slip (Appendix 1), or completion of the online [Microsoft Form](#) must be signed by a parent/carer
- Mobile phones should be handed in in the pupil's classroom at the start of the school day, and will be kept in the school office throughout the school day, and can be collected at the end of the day from the pupil's classroom.
- If a pupil is seen using a mobile phone during the school day it will be taken and placed in the school office, to be collected at the end of the day. Parents will be notified by text message and / or letter.
- It is expected that pupil's mobile phones will be switched off before being handed in to the school office.
- If a pupil is seen taking images and/or videos of other pupils or members of staff with a mobile phone or other device, this will be regarded as a serious offence and disciplinary action will be taken.
- Parents are advised that school accepts no responsibility for the loss or damage to mobile phones which are brought into school or onto the school grounds.
- Pupils are not allowed to use mobile phones whilst on school grounds.

The school has the right to confiscate or search a mobile phone in line with [DfE's guidance on searching, screening and confiscation](#). In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of the schools senior leadership team.

Should a pupil be found to be using their phone or devices inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. *We ask that parents should talk to their children about the appropriate use of text messages and images as they can often be used to bully pupils.*

*Should parents need to contact pupils or vice versa during the school day, this should be done via the school office following the usual school procedure of contacting the school office via phone or email.*

## **Medical**

In recent years there has been significant developments in the use of mobile phones and wearable technology to enable individuals to self-manage their own health needs and Priestsic Primary and Nursery School have a duty under the Children and Families Act 2014 to have arrangements in place to support pupils with medical conditions. In meeting this duty the governing body and all stakeholders must have regard to the statutory guidance [supporting pupils with medical conditions at school](#) (Mobile phones in schools – February 2024). These developments are especially relevant to the management of diabetes and further information can be found at <https://www.diabetes.org.uk/guide-to-diabetes/diabetes-technology/what-is-diabetes-technology>. Priestsic Primary, wherever possible will allow children and young people to use electronic devices such as mobile phones and smart watches to self-manage their health needs. Parents / carers must put in writing a request for the use of electronic devices. The child's / young person's Intimate Care and Health Plan should include details of the use of electronic devices for health self-management. Devices will be monitored and where possible, certain functions disabled such as access to the camera and internet.

**All volunteers, governors, students, visitors and contractors are expected to follow our mobile phone policy whilst on the school site.**

Parents may use their mobile phones for urgent communication when on the school site.

Adults either in school or accompanying children on school trips should not use personal cameras or mobile phones to take pictures of pupils, including events such as Christmas performances or assemblies. Adults may only be permitted to take photographs of their own children at events, when directed it is safe to do so by a member of school staff.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children or information about children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or device. Parents accompanying children on school trips should not use their mobile cameras, tablets or wearable devices to take pictures of children.

Parents may want to look at the advice on [www.internetmatters.org](http://www.internetmatters.org) which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

This policy will be monitored and reviewed as required but at least every three years.

**To be reviewed September 2025**



## Mobile Phone, Devices and Smart Watch Policy Parental Consent Form

Dear Parent/Carer

In accordance with our Mobile phone, Devices and Smart Watches policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand their device in in their classroom as soon as they enter school .
- The school bears no responsibility for the loss or damage to the device
- Your child's phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone, device or smart watch inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring them into school.

Thank you. Yours  
sincerely

**S.L.Stamp**

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### MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child ..... in Year

..... to bring their mobile phone into school.

Please name the type of device:.....

We have read the policy and understand its implications.

Signed .....

Name (please use capitals).....

Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.