

Mobile Phone and Smart Device Policy



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Contents

1. Introduction and aims	2
2. Roles and responsibilities	2
3. Use of mobile phones, smartwatches and wearable devices by staff	3
4. Use of mobile phones, smartwatches and wearable devices by pupils	4
5. Use of mobile phones, smartwatches and wearable devices by parents/carers, volunteers and visitors	4
6. Loss, theft or damage	5
7. Monitoring and review.....	5
8. Related policies	5
9. Appendix 1: Template mobile phone information slip for visitors	6

1. Introduction and aims

At Eagle CP School we recognise that mobile phones, including smart phones and smart devices, including smartwatches, 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, and set an example for, safe and responsible phone, smartwatch or wearable device use
- Set clear guidelines for the use of mobile phones, smartwatches or wearable devices for pupils, staff, parents/carers and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones, smartwatches or wearable devices 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
- Location tracking

2. Roles and responsibilities

All staff (including teachers, support staff and supply staff) are responsible for 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 headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones, smartwatches and wearable devices by staff

3.1 Personal mobile phones, smartwatches and wearable devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. This includes through use of smart watches and other personal internet-enabled devices.

Use of personal mobile phones, smart watches and wearable devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

Smart watches that are not camera enabled may be worn in school and should be kept on airplane mode or similar to prevent incoming messages from displaying.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- 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 01522 868354 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phone, smartwatch or wearable device 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).

More detailed guidance on data protection can be found in the school's ICT and internet acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving 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 mobile phones to take photographs or recordings of pupils, their work, or anything else which 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. In the event that school equipment cannot be used (e.g. on a school trip/ residential/ equipment failure) permission may be given by the Headteacher to use a mobile phone.

Staff who use their phones to access the internet must do so in accordance with Eagle CP School's ICT and internet acceptable use policy.

3.4 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:

- 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

- Can take photographs to upload to Dojo but these must then be immediately deleted from the personal device.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones, smartwatches and wearable devices by pupils

Pupils are not permitted to bring mobile phones onto the school premises.

Pupils are not permitted to bring smart watches (and other personal devices) with cameras onto the school premises.

4.1 Sanctions

Mobile phones will be confiscated if a pupil is in breach of this policy. (Schools are permitted to confiscate phones, smartwatches and wearable devices from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

- If phones, smartwatches or wearable devices are confiscated, parents/ carers will be informed and required to personally collect the phone, smartwatch or wearable device from the school office.

School staff have the power to search pupils' phones/ electronic devices, as set out in the [DfE's guidance on searching, screening and confiscation](#) if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

5. Use of mobile phones, smartwatches and wearable devices by parents/carers, volunteers and visitors

Parents/carers, 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:

- Use of personal mobile phones, smartwatches or wearable devices must be restricted to areas of the school where pupils are not present (such as the staffroom).
- Not taking pictures or recordings of pupils, unless it's 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, smartwatches or wearable devices in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone, smartwatch or wearable device 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, smartwatch or wearable device 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, smartwatches or wearable devices, as set out in section 4 above.

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.

6. Loss, theft or damage

The school accepts no responsibility for mobile phones, smartwatches or wearable devices 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.

Confiscated phones, smartwatches or wearable devices will be stored in the school office in a locked location.

Lost phones, smartwatches or wearable devices should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Related policies

This policy should be read alongside the school's policies on:

- Child protection policy
- ICT and internet acceptable use policy
- Behaviour policy
- Social Media policy

9. Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones, smartwatches or wearable devices in our school

- Please keep your mobile phone, smartwatch or wearable device on silent/vibrate while on the school grounds
- Please do not use phones, smartwatches or wearable devices where pupils are present. If you must use your phone, smartwatch or wearable device, you may go to the staff room or the school office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone, smartwatch or wearable device in lessons, or when working with pupils

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

A full copy of our mobile phone and smart devices policy is available from the school office.