

# Fowlmere Primary School Mobile Phones and Smart Devices in School Policy



**September 2025**

# Contents

<b>Section</b>	<b>Page</b>
Introduction	3
Staff responsibilities	3
Pupil responsibilities	4
Parents, visitors and contractors responsibilities	5
Inappropriate or illegal content	5
Related Policies and guidance	5
Annex 1 - Airdrop and Nearby Share	6

## 1.0 Introduction

It is widely recognised that many adults and children have access to personal communication devices including mobile phones, smart phones and smart watches. -Anyone using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks, Airdropping and Nearby Share and other data sharing mediums.. For many these devices can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

In this guidance the term 'mobile phone' or 'device' denotes the range of technologies which includes but is not limited to smart phones and watches and android phones.

### 1.1 The guidance aims to:

- Set out clear guidance for the use of mobile devices for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

## 2.0 Staff responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present. At our school, we restrict personal use to the staffroom only.

### 2.1 All staff:

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in the staff room.
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.

## 2.2 Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.

Staff should not share personal contact details through social media and messaging apps.

**Commented [KS1]:** What happens on school trips, residential if there is an emergency?  
I have included a suggested bullet point

Apologies – just seen para below so deleted.

- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them. They must inform the Headteacher of the contact.
- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

**Commented [KS2]:** Do school have cameras? I pads to use? What about when on school trips – what do teachers use for photographs?

### 2.3 Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with the Headteacher in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Parental contact in emergency's (mobile phones setting that allow for the number not to be identified should be used)

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

### 3.0 Pupils responsibilities:

We recognise that some pupils will bring mobile phones to school, and may well wear a smart watch. Expectations around phone and smart watch usage should be clearly communicated to all pupils and parents.

#### 3.1 Primary

- Pupils are dissuaded from bringing mobile phones to school.
- Any devices pupils bring to school must be internet-disabled and on silent.
- If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g., in the case of older pupils because they travel to and from school independently), then the expectation is that the pupil hands their phone into the school office on arrival
- Pupils are only permitted to wear a smart watch that is internet-disabled and on silent. Before a pupil can wear a smart watch, parents must sign agreeing to the school terms.

**Commented [KS3]:** Do you have a smart watch agreement? If not I can provide one

#### 4.0 Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Should phone calls/and or texts need to be taken or made, adults are asked to leave the premises or move to a child free zone to do so.
- Photos of children must not be taken without prior discussion with the Headteacher and in accordance with the UK General Data Protection Regulations (GDPR) and the Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the school's document "Guidance for schools and other establishments on the use of images" 2022). Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

**Commented [KS4]:** Is this the most up to date document the school has?

#### 5.0 Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

#### 6.0 Liability

- For staff (including supply staff), pupils, visitors and contractors the school retains no liability for any device that is brought into school which is either lost, stolen or damaged.
- For staff (including supply staff), pupils, visitors and contractors, the school retains no liability for any device that is used in a manner that is against the owner's consent.

#### Policy review:

This policy will be reviewed in line with the school's review schedule or earlier to ensure it reflects current technological advances.

**Commented [KS5]:** Deleted as this will quickly become old tech

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