Educate U

Mobile Phone and

Mobile Technology Policy

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Mobile Phone and Mobile Technology Policy

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1. INTRODUCTION AND AIMS

1.1 Introduction

At Educate U we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone and mobile technology use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.
- Support the school's other policies, especially those related to child protection and behaviour.

1.2 Aims

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

1.3 Scope

This policy extends to mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtimes.

Included are

- Mobile phones
- Smart watches
- Any technology which allows the sending and/or receiving of notifications or messages via mobile phone networks
- Any technology which allows the ability to record audio and/or video)

For the purposes of this policy this will be called Mobile Phones and Mobile Technology.

1.4 Rationale

According to the latest report from Ofcom, by the age of 11 around 91% of children aged 3-17 in the UK "own their own mobile phone" (2025 data). www.ofcom.org.uk

Additional data show that among children aged 8-11, some 61% own a smartphone. uswitch.com

By the age of 12, 97% of children own a mobile phone, but the use of mobile phones in school can lead to distractions, disruption, and an increased risk of online bullying (DFE, 2024).
Additionally, mobile phones and smart technology can:

- Facilitate inappropriate communication between pupils or between pupils and adults.
- Increase the risk of sharing personal data or images without consent.
- Interrupt learning if used during lessons.
- Contribute to stress or anxiety among pupils through social media and messaging platforms.

This policy therefore seeks to balance the benefits of mobile technology with the need to maintain a safe, focused, and supportive learning environment.

2. ROLES AND RESPONSIBILITIES

2.1 Staff

All staff (including teachers, support staff, and admin staff) are responsible for implementing this policy.

Volunteers, or anyone else otherwise engaged by the school, should notify a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher and Designated Safeguarding Lead is responsible for monitoring the policy every year, reviewing it, and holding staff accountable for its implementation.

3. USE OF MOBILE PHONES AND MOBILE TECHNOLOGY BY STAFF

3.1 Personal mobile phones

Staff, (including volunteers, outside agencies and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present unless in certain circumstances such as off-site activities. Use of personal mobile phones must be restricted to areas of the school where pupils are not present.

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

- For carrying out daily duties in school
- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- If a child and member of staff is off-site

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01903 297906 as a point of emergency contact.

3.2 Personal mobile technology

Staff must use personal mobile technology responsibly and in line with the school's safeguarding and data protection obligations. Specifically:

- Prohibited use: Staff must not use personal devices to process, store, or share personal data, sensitive information, or confidential school records.
- Photographs and recordings: Staff must not take photographs, audio, or video recordings of pupils, their work, or any identifiable pupil information using personal devices. Any required media must be captured using school-owned equipment.
- Contact restrictions: Staff should not provide personal phone numbers, social media accounts, or messaging details to pupils or parents. Communication must take place via official school channels where necessary.
- Professional boundaries: Staff must ensure that the use of mobile technology does not compromise professional conduct, safeguarding, or confidentiality at any time.

Failure to adhere to these requirements may result in disciplinary action under the school's Staff Code of Conduct and Disciplinary Policy.

3.2 Data protection

Staff must not use their personal mobile phones or technology to process personal data, or any other confidential school information.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones or technology 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.

3.4 Using personal mobile phones and mobile technology for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones and mobile technology 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.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

Where possible staff supervising off-site trips or residential trips, will be provided a school phone.

3.5 Work mobile 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. USE OF MOBILE PHONES AND MOBILE TECHNOLOGY BY PUPILS

4.1 Mobile phones.

Pupils are allowed to bring mobile phones into school if the following applies:

- Travelling to school by themselves on foot
- Travelling to school by themselves by taxi

When pupils arrive at school they will place their phone in a secure locker located in the office, where they will remain until the end of the day.

Should pupils need to contact their parents/carers they can use class phones.

- During break or lunch times
- At the discretion of the class teacher.

4.2 Personal Mobile Technology

Pupils are not permitted to wear or use mobile phones, smart watches, or any other personal smart technology while on school premises, to ensure a safe, secure, and focused learning environment.

4.3 Expectations:

- Storage: Upon arrival, pupils must place any mobile phones or personal smart devices in the secure locker in the school office. Devices will remain there until the end of the school day.
- Lesson and classroom use: Personal devices must not be used or visible during lessons under any circumstances.
- Breaks and lunchtimes: Devices cannot be worn or used in school at any time, including break and lunch periods.
- Recording and photography: Pupils must not use personal devices to take photographs, video, or audio recordings of other pupils, staff, or school property.
- Online safety and communication: Pupils must not use personal devices to send inappropriate messages, access harmful content, or engage in cyberbullying.

4.4 Support

If pupils are unable to follow the school mobile phone policy by placing their phone in the front office, staff will be there to support them by:

- Encouraging and re-explaining the 'why'?
- Listening to the pupil voice.
- Working with them to move forward.
- Helping them to understand how important it is that they follow the policy.

Staff will work with the child to find a way forward.

If the pupil is unable to feel supported by the staff, a call will be made to home with the view of parents/carers helping and supporting their child to place their phone in the office.

If the parents/carers are unable to support the situation, they will be invited into school to work collaboratively with the pupil, parent/carers and school staff on a plan to move forward.

Due to the fact we are unable to safeguard all pupils effectively while they are in possession of a mobile phone or smart phone, parents/carers will be expected to collect their child if they have still not placed their phone in the secure locker.

If the pupil refuses the following day to place their phone in the school locker and is unwilling to accept the support being provided, parents will be asked to come in for a meeting to discuss a plan moving forward. We cannot support travel expenses for parents in this instant.

5. USE OF MOBILE PHONES AND MOBILE TECHNOLOGY BY PARENTS, VOLUNTEERS AND VISITORS

Parents, visitors and volunteers (including contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

We are unable to allow:

- Pictures or recordings to be taken of our pupils.
- Personal phones to be used in class or in the presence of the pupils.

A copy of expectations will be available on signing in at reception or attending a public event at school.

Parents or volunteers supervising school trips or residential visits should not:

- Use their phone or technology to make contact with other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for implementing the school's policy for pupils using their phones, as set out in section 4 above.

The school office telephone will be available for parents/carers to contact their child during the school day. Pupil mobile phones should not be in use during the school day

6. LOSS, THEFT OR DAMAGE

Pupils bringing phones and technology to school must ensure that phones and technology are appropriately labelled.

Pupils must secure their phones and technology as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones and technology, as well as any work phone provided to them. A loss or damage to a work phone could result in a data breach/safeguarding issue.

The school cannot accept responsibility for mobile phones that are lost, damaged or stolen during the school day, school visits or trips, or while pupils are travelling to and from school.

Educate U will:

- Put signs up in the school entryway or office
- Include disclaimers in your permission forms for bringing a phone to school
- Provide a copy of our policy and disclaimer to new pupils and parents

Lost phones should be returned to 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 monitoring and reviewing the policy, the school will take into account:

- Feedback from parents 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.

This policy will be reviewed annually by the Headteacher.