



Harrietsham Church of England Primary School

Mobile and Smart Technology Policy

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Harrietsham Church of England Primary School

Mobile and Smart Technology Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

1. Introduction and aims

At Harrietsham Church of England Primary School we recognise that mobile phones and similar smart technology devices, including smartphones and smart watches, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Harrietsham Church of England Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using mobile and smart technology.

As outlined in our Child Protection / Safeguarding Policy, the Designated Safeguarding Lead (DSL) is recognised as having overall responsibility for online safety.

Our policy aims to:

- Promote safe and responsible phone and smart technology use.
- Set clear guidelines for the use of mobile phones and smart technology for pupils, staff, parents/carers, visitors 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 smart technology and 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 smart technology devices.

This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images.

This policy applies to children, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#).

Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Harrietsham Church of England Primary School community are advised to:

- Take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
- Use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.

Whilst pupils are onsite, mobile phones and personal devices are not permitted to be used by staff in any areas except the Staff Room, main school office, Headteacher and Deputy Headteacher offices.

The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.

All members of the Harrietsham Church of England Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

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 Headteacher is responsible for monitoring the policy every year, 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

The Full Governing Body will review this policy yearly.

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).

Staff are advised to:

- Keep mobile phones and personal devices in a safe and secure place for example in a classroom cupboard / locked drawer during lesson time.
- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth, or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Leave personal devices in the school office if they may need to be answered during teaching periods, such as in emergency circumstances.
- Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.

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):

- 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 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).

Staff may use their personal mobile phones to access C-POMs at home as this requires two-factor authentication. Staff may also access teams via their personal mobile phones when at home.

All staff mobile phones should be password protected, and have face-id installed where possible to provide further protection for this data.

Any staff member who loses their personal mobile phone with this access enabled, should let the Headteacher know immediately.

More detailed guidance on data protection can be found in our Data Protection Policy and our ICT Acceptable Use Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. The exception to this is Senior Leaders who may use their personal mobile phones to communicate with Governors, the PTFA or volunteers about work related issues or with parents during school trips.

Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the Headteacher.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

More information on connecting with parents/carers or pupils over messaging apps or social media can be found in our ICT Acceptable Use and Online Safety policies.

Staff must not use their personal 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.

Staff members will need to use their mobile phone to authenticate C-POMs. This should be done in the morning, before the children come into school, or away from the children, and never in front of children.

4.4 Using personal mobiles for work purposes

Staff providing formal remote/online learning will do so using Harrietsham Church of England Primary School provided equipment in accordance with our ICT Acceptable Use Policy.

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.
- During emergency evacuations.
- Whilst supervising off-site trips.
- Whilst supervising residential visits.
- Senior Leaders / site staff contact with Governors, PTFA, volunteers or contractors.

Harrietsham Church of England Primary School allows mobile phones to be used for two purposes - either to allow contact with a member of the Site Team or when a staff member and pupils leave site.

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/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.

School mobile phones and devices will always be used in accordance with our Discipline and Staff Conduct policy, ICT Acceptable Use policy and other relevant policies.

Staff must:

- Only use the 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.

See the school's Staff Disciplinary Policy for more information.

If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

5. Use of mobile phones by pupils

Children will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

Safe and appropriate use of mobile and smart technology will be taught to children as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our Child Protection / Safeguarding Policy, our Online Safety Policy and our RSE Policy.

Mobile phones, smart watches, other wearable technology and personal devices are not to be used on site by children. Nor are they permitted on school trips.

Pupil's in Year 6 may need to bring their phones into school. These should be given to their teacher immediately as they get into school. They will be given back to their child at home-time.

No other pupils should bring a mobile phone into school. If mobile phones are found with pupils within school, they will be confiscated.

If a child needs to contact their parents or carers whilst on site, they will be allowed to use a school phone. Parents are advised to contact their child via the school/ office.

If a child needs a mobile phone with them during the school day for medical purposes (e.g. as it is used for the administration of insulin for diabetic children), the Headteacher should grant this permission and the Inclusion Leader should complete a relevant risk assessment. If a child needs to contact their parents or carers whilst on site, they will be allowed to use a school phone. Parents are advised to contact their child via the school/ office.

Where children/pupils/students' mobile phones or personal devices are used when learning at home, this will be in accordance with our ICT Acceptable Use Policy and/or Remote Learning AUP.

Mobile phones and personal devices must not be taken into examinations. Children found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

5.1 Use of smartwatches by pupils and staff

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

No pupil should bring a smartwatch into school. If they do, they will be confiscated immediately.

The school would prefer staff not to wear smartwatches whilst in the presence of children. However, this is a staff members choice. Care should be taken, though, and staff with smartwatches should ensure that they do not use it to send or receive messages or phone calls whilst the children are present. If their watch is capable of taking images, this camera function should be switched off whilst in school.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher.

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

If any of the following need to occur, staff will inform the Headteacher, DSL (or Deputy) before taking action.

Staff will respond in line with our Child Protection / Safeguarding Policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.

The Designated Safeguarding Lead (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our Behaviour Policy.

The Designated Safeguarding Lead (or deputy) will be involved without delay if staff believe a search of a pupil's device has revealed a safeguarding risk.

Confiscations:

- Any mobile phone, or similar device, found in school with a pupil, or in a pupil's possession / bag / tray, will be confiscated. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.
- Headteachers, or staff instructed by the Headteacher, can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools.
- Parents will be informed if a mobile phone, or similar device, is confiscated.
- Confiscated items will be released to parents/carers at the end of the school day.

Searches of phones:

- Staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation (['Searching, Screening and Confiscation'](#) guidance).
- The DfE guidance allows school staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). **School Staff should NOT search a mobile phone if they suspect it contains indecent images – in such cases the phone should be confiscated and given to the police.**
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our Child Protection / Safeguarding Policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond. The police will be informed immediately.
- If there is suspicion that data or files on a child's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- If the Headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

Erasing Data:

- In exceptional circumstances and in accordance with our Behaviour Policy and the DfE ['Searching, Screening and Confiscation'](#) guidance, the Headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.

In each case, the sanction given will be reasonable and proportionate.

The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability).
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#).

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos).
- Upskirting.
- Threats of violence or assault.
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

6. Use of mobile phones 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.

Parents/carers and visitors, including volunteers and contractors, are expected to ensure that mobile phones and personal devices are not used on site, which includes the playground.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair or worship assembly), 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.

If visitors require access to mobile and smart technology, for example when working with children as part of multi-agency activity, this will be discussed with the Headteacher prior to use being permitted. Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.

Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or Headteacher of any breaches of our policy.

7. Loss, theft or damage

Year 6 pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and given to their teachers as soon as they come into school. They must be turned off by the child upon handing in. They will be kept in the teacher's classroom cupboard on a high shelf.

Pupils must secure their mobile phones 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, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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.

Confiscated phones will be stored in the Headteacher's Office in a locked cabinet / cupboard.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. Responding to policy breaches

All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes the child protection behaviour policy.

Where children breach this policy:

- Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
- Concerns will be shared with parents/carers as appropriate.
- We will respond in line with our Child Protection / Safeguarding Policy, if there is a concern that a child is at risk of harm.

After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.

We require staff, parents/carers and children to work in partnership with us to resolve issues.

All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.

Children, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or Headteacher will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.

9. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare.

Technology evolves and changes rapidly. Harrietsham Church of England Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.

We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

All members of the community will be made aware of how the school will monitor policy compliance during annual Safeguarding Training for staff.

'Nurtured We Flourish'

When reviewing the policy, the school will take into account:

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

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

The Full Governing Body will review this policy yearly.

Appendix 1: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow your child to bring their mobile phone to school because they:

- Travel to and from school alone.
- Are a young carer.
- Need the phone to support their medical needs.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement (see below).

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Acceptable Use Agreement for Year 6 and pupils allowed to bring their phones to school due to exceptional circumstances.

You must obey the following rules if you bring your mobile phone to school:

Be Ready:

1. Phones must be switched off (not just put on 'silent') within school.
2. All mobile phones should be handed to your teacher as soon as you enter school.

Be Respectful:

3. Please do not take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Rules on bullying and being unkind apply to how you use your mobile phone – at all times.
5. What you post on your phone is public information – think about what you send and receive. Is it appropriate and kind? What image of you does it portray? Would you be happy for your teacher to see it?

Be Safe:

6. You may not use your mobile phone in school, unless the teacher specifically allows you to.
7. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
8. Do not share your phone's password(s) or access code(s) with anyone else.
9. If a staff member asks you to switch off or hand over a phone, you must do so.

Appendix 2: Mobile phone information slip for visitors

Use of mobile phones, and similar devices, in our school:

- Please keep your mobile phone out of sight of children at all times within school.
- Please keep your phone on silent while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room.
- Do not take photos or recordings of pupils or staff.
- Do not access 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.