



Fairfield Primary School Mobile phone and Smart Technology policy

Created/Revised:	Date September 2024
By:	Mr R Birtwhistle
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Next Review:	September 2028
Approved by Governing Body:	September 2024 and July 2026

1. Purpose

Fairfield Primary School recognises that mobile phones and smart technology are an important part of modern life. However, the school also recognises the risks associated with their misuse, including disruption to learning, safeguarding concerns, cyberbullying, breaches of privacy and data protection.

The school operates a **"Not Seen, Not Heard, Not Used"** approach to pupil mobile phones and smart devices throughout the school day.

The purpose of this policy is to:

- safeguard pupils and staff;
- promote a calm learning environment free from unnecessary distraction;
- support positive behaviour and wellbeing;
- ensure compliance with safeguarding and data protection legislation;

- provide clear expectations for pupils, staff, parents, volunteers and visitors regarding mobile phones and smart technology.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy
 - Behaviour Policy
 - Online Safety Policy
 - Data Protection Policies
 - Staff Code of Conduct
 - Acceptable Use Agreements
 - Searching, Screening and Confiscation procedures
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2. Devices Covered

This policy applies to all personal electronic devices capable of communication, recording, photography or internet access, including:

- mobile phones
 - smartphones
 - smartwatches
 - wearable technology
 - tablets
 - earbuds or headphones with communication capability
 - devices with cameras or audio recording functions
 - devices capable of accessing artificial intelligence (AI) services.
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3. Roles and Responsibilities

All staff are responsible for implementing this policy.

Volunteers, visitors, contractors and governors are expected to comply with the requirements while on the school site.

The Headteacher is responsible for monitoring implementation and reviewing the policy annually.

4. Staff Use of Mobile Phones and Smart Devices

Personal Devices

Staff should keep personal mobile phones switched to silent and stored securely in lockers during working hours.

Personal phones must not be used whilst supervising pupils unless authorised by the Headteacher for a legitimate educational, safeguarding or emergency purpose.

Personal devices should remain out of sight throughout the school day. However, Certain members of staff, including the Site Manager, may be required to carry and use a mobile phone during the school day in order to fulfil their operational responsibilities. This may include responding to maintenance issues, health and safety matters, emergency call-outs, security incidents, alarm activations, contractor management or communication with emergency services.

Such use must be limited to legitimate work-related purposes and should be carried out professionally, ensuring that it does not compromise the supervision, safeguarding or welfare of pupils.

Staff should use the staffroom or designated staff areas during breaks if they need to access personal devices.

Where exceptional personal circumstances exist (for example a dependent requiring urgent contact), staff should discuss arrangements with the Headteacher.

The school office remains the primary emergency contact for staff during the school day.

Smartwatches

Staff may wear smartwatches during the school day provided they are used professionally and do not cause distraction to teaching, learning or the supervision of pupils.

Smartwatch notifications should be set to silent or vibrate. Staff should not use smartwatches for personal calls, messaging or other non-work-related purposes whilst supervising pupils.

Smartwatches must not be used to photograph or record pupils, staff or visitors, or to access, process or store confidential school information.

Where a smartwatch has independent communication functions, staff are expected to follow the same professional standards that apply to the use of personal mobile phones.

Staff should remain focused on the supervision and welfare of pupils at all times, and the wearing of a smartwatch must not interfere with these responsibilities.

Photography and Recording

Staff must never use personal mobile phones, smartwatches or other personal electronic devices to :

- photograph pupils;
- record pupils;
- record lessons;
- photograph children's work where pupils are identifiable.

Where photographs are required for educational purposes, only school-owned equipment should be used.

Artificial Intelligence (AI)

Staff must not upload confidential information, safeguarding records, pupil information, assessment information or personal data into public generative AI systems (for example ChatGPT, Microsoft Copilot, Google Gemini or similar services) unless expressly authorised under the school's AI and Data Protection procedures.

Data Protection

Personal devices must not be used to process or store confidential school information.

Staff are responsible for ensuring any school-issued devices comply with GDPR and the school's Data Protection Policy.

Safeguarding

Staff must not:

- share personal telephone numbers with pupils;
 - communicate with pupils via personal messaging services;
 - connect with current pupils on social media;
 - use personal devices to contact parents unless authorised by senior leaders.
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Educational Visits

Staff may use personal mobile phones during educational visits or emergency situations where necessary to ensure pupil safety or communicate with emergency services.

Photographs must still only be taken using school-authorised equipment.

5. Pupil Use of Mobile Phones and Smart Devices

Fairfield Primary School recognises that some pupils may need to bring a mobile phone to school because they travel independently or have other exceptional circumstances.

Permission must be obtained from the Headteacher.

Where permission has been granted:

- the phone must arrive switched off;
- it must be handed immediately to the class teacher;
- it will remain securely stored throughout the school day;
- it will be returned at the end of the school day.

Pupils must not use mobile phones anywhere on the school site during the school day.

Smartwatches

Smartwatches capable of:

- making or receiving calls;
- sending messages;
- accessing the internet;
- taking photographs;
- recording audio;
- accessing AI services

are treated as mobile phones under this policy.

Such devices must not be worn or used during the school day.

Where brought to school with permission, they must be switched off and handed to the class teacher.

School Trips

Pupils should not normally take mobile phones or smart devices on educational visits.

Any exception will be communicated in writing by the visit leader.

6. Breaches of the Policy

Where a pupil fails to comply with this policy:

- the device will be confiscated;
- it will be stored securely in the school office;
- parents/carers may be required to collect the device;
- appropriate behaviour sanctions may be applied in accordance with the Behaviour Policy.

The school has legal powers to confiscate prohibited items under the Education and Inspections Act 2006.

Where there is reasonable suspicion that a device contains evidence relating to safeguarding, bullying or other serious breaches of school rules, the school will act in accordance with statutory guidance and may involve external agencies where appropriate.

7. Cyberbullying and Safeguarding

The misuse of mobile phones or smart technology, including:

- cyberbullying;
- sharing inappropriate images;
- recording others without consent;
- accessing inappropriate material;
- online harassment;
- misuse of artificial intelligence;
- malicious communications

may constitute a safeguarding concern.

Incidents will be managed in accordance with the Behaviour Policy, Online Safety Policy and Child Protection and Safeguarding Policy.

Where necessary, Children's Social Care, the Police or other relevant agencies may be informed.

8. Parents, Visitors and Volunteers

Parents, carers, visitors and volunteers are expected to model appropriate use of mobile technology whilst on school premises.

They should:

- keep phones on silent;
- avoid using phones where pupils are present unless necessary;
- not photograph or record pupils other than their own child without permission;
- not post photographs online where other children are identifiable without appropriate consent;
- refrain from using phones whilst supporting learning or supervising pupils.

The school office should always be used as the first point of contact if parents need to communicate with their child during the school day.

9. Loss, Theft and Damage

Devices are brought onto school premises entirely at the owner's risk.

Although reasonable care will be taken to store authorised pupil devices securely, Fairfield Primary School accepts no responsibility for loss, theft or accidental damage.

Confiscated devices will be securely stored until returned.

Lost property should be handed to the school office.

10. Monitoring and Review

The Headteacher will review this policy annually, or sooner if required by changes in legislation or Department for Education guidance.

The review will consider:

- safeguarding incidents;
 - behaviour records;
 - feedback from staff;
 - feedback from pupils;
 - feedback from parents;
 - advice from the Department for Education and the Local Authority.
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Appendix 1 – Request to Bring a Mobile Phone to School

Permission may be granted where a pupil:

- travels independently to and from school;
- has medical or safeguarding reasons;
- is a young carer;
- has another exceptional circumstance agreed by the Headteacher.

Parents and pupils must sign to confirm they understand and will comply with this policy.

The school reserves the right to withdraw permission at any time.

Appendix 2 – Information for Visitors

Use of Mobile Phones on School Site

- Please keep your phone on silent.
- Please do not use phones where children are present.
- Do not photograph or record pupils or staff without permission.
- Do not post photographs of children online without consent.
- Please report any safeguarding concerns immediately to a member of staff.

Thank you for helping us to keep our children safe.

Edited Policy by R Birtwhistle in light of DFE Changes June 2026