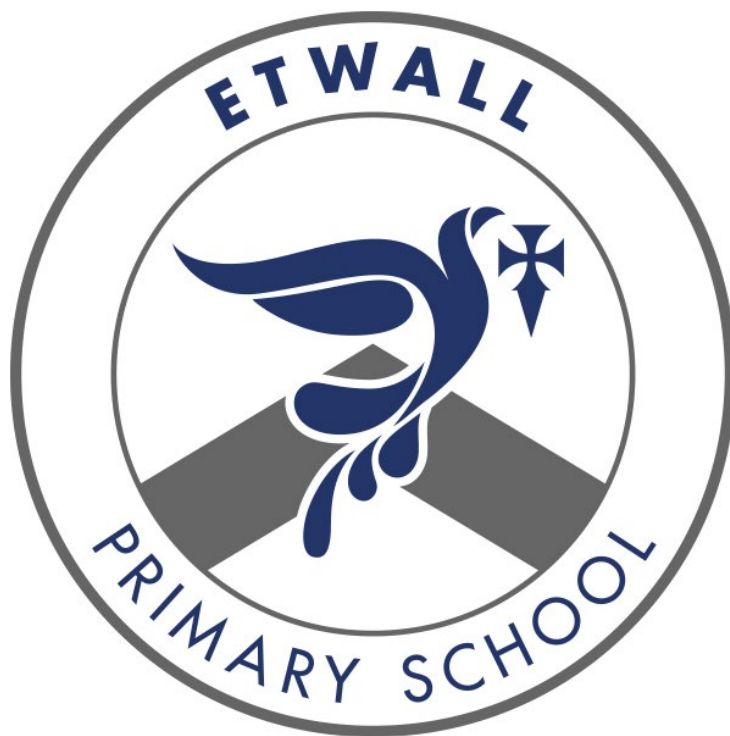


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MOBILE PHONE & SMART TECHNOLOGY POLICY

At Etwall Primary School we believe that everyone should be included and that there is equality of opportunity for everyone, regardless of race, gender, ability, disability and social factors. This policy is intended to be inclusive of all in the school and wider school community.

ETWALL PRIMARY SCHOOL

Mobile Phone and Smart Technology Policy

This policy has been reviewed against statutory mobile phone guidance effective from 1 September 2026 and relevant school policies.

1. Policy statement and aims

Etwall Primary School is a mobile phone-free environment for pupils throughout the school day. Mobile phones and other smart technology must not be used by pupils during lessons, transitions, breaktimes, lunchtime, clubs, visits or any other school-supervised activity unless a specific, authorised exception applies.

The aims of this policy are to protect safeguarding and privacy, support calm and purposeful learning, reduce distraction and online harm, and set clear, consistent expectations for pupils, staff, parents, carers, visitors and volunteers.

2. Scope and definitions

For this policy, “mobile phone” includes any personal device capable of communication, messaging, receiving notifications, accessing the internet, or recording audio, images or video. This includes smartphones, basic mobile phones, smartwatches, connected wearable devices and similar smart technology. School-owned equipment used under staff supervision is not covered by the pupil prohibition.

3. Legal and guidance framework

- Children’s Wellbeing and Schools Act 2026, section 36
- Department for Education, Mobile phones in schools, statutory guidance updated 29 June 2026 and to be followed from 1 September 2026
- Department for Education, Behaviour in schools
- Department for Education, Keeping Children Safe in Education 2026
- Department for Education, Searching, Screening and Confiscation guidance
- UK GDPR and Data Protection Act 2018
- Equality Act 2010 and the school’s duty to make reasonable adjustments

4. Roles and responsibilities

- The Governing Board approves the policy and monitors whether it is implemented consistently.
- The Headteacher has overall responsibility for implementation, authorising exceptions and ensuring that linked policies remain aligned.
- All staff must model professional use, apply the pupil rules consistently and report safeguarding, conduct or data protection concerns promptly.
- Parents and carers are expected to support the policy and contact pupils through the school office during the school day.

5. Pupils

5.1 Default position

Pupils must not use a mobile phone or smart technology at any point during the school day. Pupils are not expected to bring these devices to school.

5.2 Permission to bring a phone

In exceptional circumstances, the Headteacher may give written permission for a pupil to bring a phone, for example where a pupil travels to or from school independently or where an individual need has been agreed. Permission relates only to bringing and storing the phone. It does not permit use during the school day unless the Headteacher has expressly authorised this as a reasonable adjustment or for another specific need.

- The phone must be switched off before the pupil enters the school site.
- It must be handed to the school office on arrival and collected at the end of the day.
- It must be clearly labelled and protected by a PIN or passcode.
- The school may withdraw permission if the arrangements are not followed.

5.3 Exceptions and reasonable adjustments

Any exception will be individual, proportionate, recorded and reviewed. It may be agreed to meet a medical need, disability-related need, safeguarding need or another exceptional circumstance. Where possible, school-owned equipment or an alternative arrangement will be used. An exception will not permit unrestricted use.

5.4 Breaches, confiscation and searching

If a pupil has an unauthorised phone or uses a device contrary to this policy, a member of staff may confiscate it as a disciplinary penalty in line with the Behaviour Policy. The device will be switched off, stored securely in the school office and normally returned to a parent or carer. The incident and response will be proportionate to the pupil's age, needs and circumstances.

Any search of a pupil or examination of data on an electronic device will only be undertaken by the Headteacher or an authorised member of staff, in accordance with the school's Behaviour Policy and current DfE searching, screening and confiscation guidance. Staff must not routinely ask pupils to reveal passwords or browse a device. Where there may be evidence of an offence or a safeguarding concern, staff will preserve evidence, consult the DSL and seek advice from police or other agencies as appropriate. Data will only be deleted where the law and current guidance permit this.

6. Staff use of mobile phones

6.1 General expectations

Staff must not use a personal mobile phone for recreational or personal purposes while teaching, supervising or directly working with pupils. Personal calls and messages should normally be dealt with during breaks or non-contact time in an area away from pupils. Urgent personal arrangements must be agreed with the Headteacher.

6.2 Staff who carry phones while moving around school

Some members of staff are authorised to carry a mobile phone while walking around the school because of their operational, safeguarding, leadership or emergency responsibilities. This includes office staff, the Headteacher, Deputy Headteacher and Site Manager. Other staff may be authorised by the Headteacher where their role or a specific duty requires this.

- Carrying a phone does not permit unrestricted personal use.
- The phone must be kept on silent or vibrate where practicable and used discreetly.

- Use in front of pupils must be limited to an authorised operational, safeguarding, health and safety or emergency purpose.
- Staff should explain briefly that the use is for work where this is necessary to avoid confusion and to model the policy clearly.
- Personal phones must not be used to photograph, film or audio-record pupils or their work.

6.3 Authorised work purposes

- multi-factor authentication or secure access to an approved school system
- emergency communication, evacuation, lockdown or site-security response
- urgent operational communication where school equipment is not immediately available
- supervision of educational visits or off-site activities under the visit risk assessment
- reasonable adjustments or agreed medical arrangements

Staff must use school-approved systems and school-owned devices wherever practicable. Personal contact details must not be shared with pupils or used to contact pupils or parents. Calls to parents and carers must normally be made through school systems.

6.4 Data protection, safeguarding and recording

- Personal devices must not be used to create, store or share pupil photographs, video, audio, safeguarding information or other personal data.
- School information must not be copied to personal cloud storage, personal messaging applications or unapproved AI tools.
- Where a personal device is permitted to access school systems, it must comply with the BYOD Policy, including passcode, auto-lock, current security updates and immediate reporting of loss, theft or suspected compromise.
- Any inappropriate use, accidental recording, data breach or safeguarding concern must be reported immediately to the Headteacher and, where relevant, the DSL and Data Protection Officer.

7. Parents, carers, visitors, volunteers and contractors

- Mobile phones must not be used while working directly with pupils or in teaching areas unless specifically authorised.
- No photographs, video or audio recordings may be taken unless the school has expressly authorised them for a defined purpose.
- At performances or public events, the school will state whether personal photography is permitted. Images containing other children must not be posted or shared online.
- Parents and carers must contact pupils through the school office, not by calling or messaging a pupil's device during the school day.
- Volunteers and contractors must follow the Visitor Policy, Volunteer Policy and any instructions given at sign-in.

8. Loss, theft and damage

Personal devices brought onto the premises remain the owner's responsibility. The school will take reasonable care of a device handed in or confiscated but accepts no responsibility for loss, theft, damage or data loss except where liability cannot lawfully be excluded. Loss or theft of a device that has accessed school information must be reported immediately.

9. Communication, training and monitoring

- The policy will be shared with staff, pupils, parents, carers, volunteers and visitors in an age-appropriate and accessible form.

- Pupils will be taught about safe and responsible use of technology through the curriculum.
- Leaders will monitor consistency through behaviour and safeguarding records, staff and pupil feedback and governor oversight.
- The policy will be reviewed annually and sooner if guidance, law, technology or school arrangements change.

Related policies and documents

- Behaviour Policy and Principles
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Bring Your Own Device Policy
- IT Security and Acceptable Use Policy
- Staff Code of Conduct
- Data Protection Policy
- Visitor Management and Visitors on Site Policy
- Volunteer Policy
- Educational Visits Policy
- Photography and Video Policy
- Equality and SEND policies

Pupil Mobile Phone Authorisation and Agreement

Pupil details – completed by parent/guardian

- **Pupil name:** _____ **Year group/class:** _____
- **Parent/carer name:** _____

I request that my child brings a mobile phone to school because:

- ☐ They travel to and/or from school independently.
- ☐ An individual medical, safeguarding or disability-related need has been agreed.
- ☐ Another exceptional circumstance applies: Write below
or
- ☐ My child will not be bringing a mobile phone to school

Permission to bring a mobile phone does not give the pupil permission to use it during the school day unless a separate, specific exception has been authorised by the Headteacher.

Pupil agreement - Pupil and parent/guardian to sign below.

I understand and agree that:

- The phone must be switched off before I enter the school site. It must not simply be placed on silent.
- The phone must be handed to my teacher or to the school office immediately on arrival.
- The phone will be stored securely during the school day and collected when I leave.
- I must not use the phone during lessons, transitions, breaktimes, lunchtime, clubs or other school activities.
- I must not use the phone to take photographs, videos or audio recordings on the school site.
- I must not use the phone to contact other pupils during the school day.
- The phone should be clearly labelled and protected by a PIN or passcode.
- I remain responsible for the phone while travelling to and from school.
- If I do not follow this agreement, the phone may be confiscated and permission to bring it to school may be withdrawn.
- The school accepts no responsibility for loss, theft or damage, except where liability cannot lawfully be excluded.

Pupil signature: _____

Parent/carer signature: _____

Date: _____

For school use

Authorised by: _____

Date authorised: _____

Additional conditions or agreed reasonable adjustments:

- _____
- _____

Headteacher/authorising officer signature: _____