



Mobile Phones and Personal Electronic Devices Policy

Approved by:	Governing Body	Date:
Last reviewed on:		
Next review due by:		

Mobile phones and other electronic devices with imaging and communication capabilities

At Harrington Hill Primary School, we are committed to safeguarding and promoting the welfare of all pupils. We believe that staff should be fully attentive during the school day to ensure all children receive high-quality education, care and supervision. We also recognise that mobile phones and other personal electronic devices can present safeguarding, privacy and distraction risks if not managed appropriately.

This policy sets out the expectations for staff, pupils, parents and visitors regarding the use of mobile phones and other personal electronic devices with imaging, recording or communication capabilities, including smartwatches.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Online Safety Policy, Staff Code of Conduct, Acceptable Use Policy, Wellbeing and Behaviour Policy and Data Protection Policy.

Staff use of mobile phones and personal devices

Staff are expected to model safe, professional and responsible use of technology at all times.

Staff must adhere to the following:

- Personal mobile phones and other personal electronic devices with imaging and communication capabilities must not be used whilst supervising pupils or during teaching time.
- Personal mobile phones may only be used during designated break or lunchtime periods and only in staff-only areas away from pupils.
- Personal devices must be kept securely stored during the school day and should not be visible in classrooms or other pupil areas unless there is an emergency, or staff have a prior agreement with the Headteacher (e.g. expecting an emergency call).
- Personal devices must not be connected to the school's pupil Wi-Fi network.
- Staff must not use personal devices to photograph, video record or audio record pupils under any circumstances.
- Staff must not communicate with pupils or parents using personal mobile phones, personal email addresses or personal messaging applications.
- School-issued devices must only be used for professional purposes.
- Applications may only be installed on school devices by authorised staff.
- Passwords and passcodes for school devices must remain confidential and not be shared.
- Staff using school devices must ensure they are securely locked when unattended.
- During educational visits, staff must follow the Educational Visits Policy. School mobile phones should be used wherever provided. Where staff are authorised to use a personal mobile phone for emergency communication, no photographs or recordings of pupils may be taken using that device.
- School devices must not be taken home unless authorised by the Headteacher or Senior Leadership Team for work purposes.

Pupil use of mobile phones and smart devices

Harrington Hill Primary School aims to provide a mobile phone-free learning environment that supports children's learning, wellbeing and safety.

Pupils are discouraged from bringing mobile phones or smart devices to school.

Where a pupil needs a mobile phone to support independent travel to and from school:

- Smart phones are not permitted.
- Only pupils in Y5/6 who travel to and from school alone may bring a phone to school. Written permission must be obtained from parents/carers and agreed by the Headteacher.
- Pupils brought to school and collected by a parent, carer or family member must not bring a phone to school.
- The phone must be switched off before entering the school grounds.
- The phone must be handed to the school office immediately upon arrival, where it will be securely stored during the school day.
- The phone will be returned to the pupil at the end of the school day.
- Pupils must not use mobile phones anywhere on the school site, including before school, during lessons, breaktimes, lunchtime or after school whilst still on the premises.
- Misuse may result in the child no longer being able to bring a phone to school.

Pupils should not bring smartwatches or wearable devices capable of taking photographs, recording audio or video, accessing the internet or sending messages. Where smartwatches are worn for timekeeping purposes, these functions must be disabled.

The school cannot accept responsibility for loss, theft or damage to personal electronic devices brought onto the premises.

If a pupil is found using a mobile phone or unauthorised device during the school day, staff may confiscate the device. Parents/carers may be required to collect the device from school.

Parent use of mobile phones

Parents and carers are asked to avoid using mobile phones whilst on the school premises, particularly during drop-off and collection times.

If parents need to make or receive an urgent call, they should move away from pupils and other families where possible.

Parents and carers must not take photographs or videos on the school site without prior permission from the Headteacher, except during authorised events where permission has been given.

Parents are requested not to allow children to bring devices with imaging or communication capabilities into school unless prior agreement has been made.

Visitors' use of mobile phones

Visitors are expected to support the school's safeguarding procedures.

Visitors should:

- Keep mobile phones on silent whilst on site.
- Only use mobile phones in designated areas away from pupils where necessary.
- Not take photographs, videos or audio recordings without prior authorisation from the Headteacher.
- Follow any additional safeguarding instructions provided upon signing in.

Where appropriate, visitors may be asked to store personal devices securely for the duration of their visit.

Photographs and videos

At Harrington Hill Primary School, photographs and video recordings are an important part of celebrating learning and recording children's achievements.

Photographs and recordings of pupils will only be taken using school-owned devices and only where parental consent has been obtained in accordance with the school's photo permissions procedures.

Images may be used for purposes including:

- pupils' learning records
- classroom and school displays
- newsletters
- the school website
- social media
- promotional materials
- local press
- safeguarding and security, including CCTV.

Parents are asked to indicate their consent preferences when their child joins the school and may amend these preferences at any time.

Where a parent does not consent to particular uses of their child's image, the school will respect these wishes and ensure alternative arrangements are made wherever possible.

Staff must never use personal devices to take or store images of pupils.

Photographs taken on school devices will be transferred promptly to secure school storage and deleted from the device when no longer required.

School devices

The school provides tablets, laptops and mobile phones (for trips) for educational purposes.

These devices:

- must only be used for school business;
- must not be used for personal social media or messaging applications;
- will be managed and monitored by the school;
- must only have approved software and applications installed;
- should be stored securely when not in use.

Routine monitoring may be carried out to ensure devices are being used appropriately and in accordance with safeguarding requirements.

Breaches of this policy

Failure to comply with this policy may result in action under the school's disciplinary procedures, Behaviour Policy or safeguarding procedures.

Where inappropriate use of a device raises safeguarding concerns, the Designated Safeguarding Lead will be informed immediately and appropriate action will be taken in accordance with the school's Safeguarding and Child Protection Policy.