



## **Mobile Phone/Wearable Technology Policy**

Ely St John's School

Dated: March 2025

Review date: March 2028

Agreed by Curriculum / Resources Committee

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## 1. Introduction and aims

At Ely St John's we recognise that mobile phones / wearable technology, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

We also recognise that technology is rapidly advancing, through AI etc and therefore this policy may not cover all aspects, but we expect parents, staff and children to act responsibly at all times.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone 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

This policy also aims to address some of the challenges posed by mobile phones / wearable technology 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

## 2. Roles and responsibilities

### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

### **3. Use of mobile phones by staff**

#### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or use their device while children are present/during contact time.

With the growing demand for 2 stage authentication for emails and other operating app/software –staff may have the need to access their phone during the school day. We would encourage staff to access systems whilst children are not present. Having accessed the required system, staff should securely store their personal device away from sight.

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 staff room).

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

- 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 01353 612780 as a point of emergency contact.

The school is supportive of health monitors apps, such as the NHS Heart Monitor, and will issue bespoke guidance to support their use in consultation with the member of staff.

#### **3.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. This also includes photos etc.

Please refer to the schools policies related to Data Protection and Acceptable use of IT.

#### **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 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 mobiles for work purposes**

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:

- Access apps - for 2 stage Factor authentication
- 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. Staff are to use school cameras.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

### **3.5 Consequences**

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

## **4. Use of mobile phones by pupils**

At Ely St. John's, pupils are not permitted to use mobile or other smart devices on school premises during the school day. Mobile phones are not used for any curriculum teaching and learning and are not permitted during pupils' social time at break and lunch.

Mobile phones belonging to pupils may be allowed (turned off) on the school site but only in limited and clearly defined circumstances - e.g. medical/health reasons, or safeguarding reasons. Application for such dispensation must be made by parents to the Headteacher, who will evaluate each case individually.

In the event of them being permitted, they must be kept in the office and the school is not responsible should they get damaged, lost or stolen.

### **4.1 Consequences**

If a pupil is in breach of this policy, the school will decide on an appropriate course of action and this will be taken in light of government guidance, as outlined in [Education and Inspections Act \(2006\)](#), sections 91 and 94, and [DfE's guidance on searching, screening and confiscation](#).

## **5. Use of mobile phones by parents, volunteers and visitors**

Parents, 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.

This means:

- Not taking pictures or recordings of pupils, unless 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, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone 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 enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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.

## **6. Loss, theft or damage**

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.

## **7. Monitoring and review**

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

