



Kennett Primary School

Use of Mobile Phone & Other Smart Devices Policy

Version:	3.0
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Approved by:	Advisory Body
Date:	Autumn 2025
Review date:	Autumn 2026

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Note: throughout this policy, references to ‘mobile phone/s’ should also be taken to refer to mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio, photographs and/or video) this may include but is not limited to tablet devices, smart watches, media players, portable gaming consoles and tracking devices.

1. Introduction and aims

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

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school and trust’s other policies, especially those related to child protection, behaviour, ICT and the code of conduct for all adults.

This policy also aims to address some of the challenges posed by mobile phones and other smart devices 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. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phones guidance](#) and behaviour guidance. Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

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 at each school is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and will clearly communicate the reasons for prohibiting the use of mobile phones

3.2 Advisory Body

The Advisory Body at each school will review this policy annually.

4. Use of mobile phones and other smart devices by staff

4.1 Personal mobile phones and other smart devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phones and other smart devices, while children are present. Use of personal mobile phones and other smart devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There are circumstances when staff members would make or receive work related phone calls or messages. These circumstances would only apply to a small number of staff, such as the trust central team and senior leaders, who should endeavour to engage in these calls away from children.

There may be circumstances in which it is 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 the situation shared qualifies for special arrangements, or not.

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 or other personal devices 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, TeachMate AI and Google Bard).

Staff should ensure that where they have school emails or other school-based apps that they are biometrically or password protected.

Staff should ensure they have read and understood the trust's ICT, internet, cyber security and acceptable use policy and the data protection 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.

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

For further information, staff should ensure they have read and understood the trust's ICT, internet, cyber security and acceptable use policy, all adults code of conduct and the school's safeguarding policy.

Staff must not use their personal mobile phones and other smart devices to take photographs or make 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 are allowed to connect their personal mobile phones and other smart devices to the school's wi-fi network. This network has appropriate levels of internet filtering and is monitored in the same manner as all school devices. The use of the internet on personal mobile phones and other smart devices must be restricted to times when staff are not pupil facing during their non-contact time, and to areas of the school where pupils are not present

4.4 Using personal mobiles and other smart devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones and/or other smart devices for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Medical emergencies
- Unforeseen situations where a child absconds from the school site

In these circumstances, staff will:

- Use their mobile phones and/or other smart devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their mobile phones, or other smart devices, to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their mobile phones to contact parents/carers. If necessary, contact must be made via the school office.

4.5 Work mobile phones and other smart devices

Some members of staff are provided with a mobile phone and/or other smart devices by the trust or school for work purposes.

Only authorised staff are permitted to use work mobile phones and/or other smart devices, and access to these devices must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Only use smart devices for work purposes, including sending/receiving emails or other communications, viewing and editing documents, or using the internet
- Only take photos or recording as part of a lesson/school trip/activity on a school device
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our all adult code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the trust's staff disciplinary policy for more information.

5. Use of mobile phones and other smart devices by pupils

Pupils should not use their mobile phones and other smart devices during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Mobile phones should be switched off as soon as children access the school site. While in school, mobile telephones are not to be retained by pupils. Mobile phones should be handed to class teachers so they may be stored securely. These are returned at the end of the day.

To promote safeguarding, pupils must not take mobile phones and other smart devices (including AirTags or similar devices) on school trips or residential visits, without prior authorisation from the visit leader or headteacher.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, such as:

- They are travelling to school by themselves

- If needed as part of medical monitoring for example diabetes.

This will be considered on a case-by-case basis and - when related to medical monitoring - should be part of the pupil's Health Care Plan. In these circumstances the pupil should not access their mobile phone or other smart device while on the school site unless it is directly related to their medical condition. To request such permission parents/carers should contact the headteacher using the form in appendix 2.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use and other smart devices (see appendix 1).

5.3 Sanctions

Pupils that fail to adhere to this policy may face sanctions.

Where it is believed that a child is using their mobile telephone or other smart device to engage in behaviour that breaches the acceptable use agreement, the mobile telephone/smart device will be confiscated – in accordance with sections 91 and 94 of the [Education and Inspections Act 2006](#) – and the child's parents/carers will be notified. Confiscated mobile phones/smart devices will be returned to parents or carers at a previously agreed time.

See the schools' positive behaviour policy for more information.

In each case, the sanction given must 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 that 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 and the school's safeguarding policy.

Staff, visitors and volunteers will not ask pupils to share content on mobile phones or attempt to access content on confiscated mobile phones/smart devices.

Certain types of conduct, bullying or harassment may be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Schools may also refer to the Cambridgeshire Child Sexual Behaviour Assessment Tool to consider necessary actions.

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 and other smart devices by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including Members, trustees, advisory body members 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 it's a public event (such as a school fair), or of their own child (where capturing photographs is permitted by school leaders)
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using mobile phones and other smart devices in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone and smart device use when they sign in at reception or attend a public event at school.

A summary of our mobile phone and other smart devices policy rules are displayed in each school reception area.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone, or other smart device, to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their mobile phones and other smart devices, 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.

7. Loss, theft or damage

Pupils bringing mobile phones and other smart devices to school must ensure that the devices are appropriately labelled, and are stored securely when not in use.

Labels should include the pupil's full name.

Pupils must secure their mobile phones and other smart devices as much as possible, including using biometrics, passwords or pin codes to protect access to the device's functions. Staff must also secure their personal phones and other smart devices, as well as any work mobile phone and other devices provided to them. Failure by staff to do so could result in data breaches.

The school/trust accepts no responsibility for mobile phones and other smart devices 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. This is made clear to pupils and

parents/carers in safeguarding information and on the mobile phone rules displayed in the school's reception area.

Confiscated mobile phones and/or other smart devices will be stored in the headteacher's office in a lockable cupboard. Confiscated mobile phones and/or other smart devices will be returned to the child's parents/carers at a prearranged time.

Schools that confiscate mobile phones and other smart devices from pupils become responsible for these, and can be held responsible for loss, theft, or damage.

Lost mobile phones and/or other devices should be handed into the school office. The school will then attempt to contact the owner or parent/carer.

8. Monitoring and review

The trust is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the trust 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

Appendix 1: Acceptable use agreement for pupils

Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone or other smart device to school:

1. Mobile phones and other smart devices are not to be retained by pupils on the school site, unless agreed by the headteacher.
2. Mobile phones should be switched off (not just put on 'silent').
3. Mobile phones must be handed to class teachers so they may be stored securely.
4. You may not use your mobile phone or other smart device in the toilets or changing areas. This is to protect the privacy and welfare of all pupils.
5. You must not take photos or capture recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and do not share other people's contact details without their consent.
7. Do not share your mobile phone's password(s) or access code(s) with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text /messaging apps
 - c. Social media
9. Do not use your phone to send or receive anything that may be criminal. For instance by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone and other smart devices even when you are not in school.
11. Do not use vulgar, obscene or derogatory language while on phones or other smart devices or when using social media. This language is not permitted under the school's behaviour policy.
12. Do not use your mobile phone or other smart device to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or hand over, a mobile phone or other smart device. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones and other smart devices are not permitted in any internal or external exam or test environment. Bringing a phone or other smart device into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a pupil to bring their phone to school

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

I would like my child to be allowed to bring a mobile phone to school because they:

- Travel to or from school by themselves
- Use the device as part of medical monitoring

I understand that 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.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent/Carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information for visitors

Our School's Mobile Phone & Other Smart Devices Rules



Please keep your mobile phone on silent/vibrate while on the school grounds



Please do not use mobile phones and other smart devices where pupils are present. If you must use your phone, you may go to the school reception area



Do not take photos or recordings of pupils or staff



Do not use your phone or other smart device in lessons, or when working with pupils

The Trust and school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school premises or transport, during school visits or trips, or while pupils are travelling to and from school

A full copy of our mobile phone policy is available from our Trust website