	North Wootton Academy **Priory Lane** **North Wootton** **Kings Lynn** **Norfolk** **PE30 3PT**
Name of policy:	**Mobile Phone and Smart Device Policy**
Lead member of staff with responsibility for this policy:	Mr J Grimsby
Date of governors meeting when policy agreed:	NA
Type of governors meeting:	Academy Council
Date of implementation:	September 2026
Details of dissemination:	This policy is available on our school website. The policy is available for all staff, visitors, pupils and parents.
Frequency for review:	Two Years
Next due for review:	September 2028

Policy Statement

The school is committed to providing a calm, safe and distraction-free learning environment for all pupils. The school operates as a mobile phone-free environment throughout the school day.

This policy applies to mobile phones and other personal smart devices, including:

- Smartphones
- Smartwatches
- Tablets with communication capabilities
- Devices capable of internet access
- Devices capable of photography, audio recording or video recording
- Any wearable technology with similar functionality

Aims

This policy aims to:

- Promote and model safe, responsible and appropriate use of mobile phones and smart devices
- Establish clear expectations for pupils, staff, parents, volunteers and visitors
- Support the school's safeguarding, behaviour, online safety, data protection and staff conduct policies
- Minimise disruption to teaching and learning
- Reduce safeguarding risks associated with mobile devices
- Protect personal and sensitive information
- Reduce the risk of theft, loss or damage to personal devices

Roles and Responsibilities

Staff

All staff, including teachers, support staff, temporary staff and supply staff, are responsible for enforcing this policy.

Volunteers, visitors and anyone otherwise engaged by the school must report any concerns or breaches of this policy to a member of staff immediately.

Principal and Online Safety Lead

The Principal and Online Safety Lead will:

- Monitor compliance with this policy
- Review the policy every two years or sooner if required
- Ensure staff and pupils are aware of their responsibilities
- Ensure that appropriate safeguarding measures are maintained

Governors

This policy will be shared with governors as part of the school's safeguarding arrangements and monitoring responsibilities.

Use of Mobile Phones and Smart Devices by Staff

Personal Mobile Phones

It is recognised that most staff will bring personal mobile phones onto the school site.

Staff must:

1. Store personal mobile phones securely in lockers, desk drawers or other secure locations throughout the day unless specific authorisation has been granted by the Principal.
2. Keep phones switched off or on silent and out of sight during working hours.
3. Ensure personal phones are not visible when pupils are present or while carrying out professional duties.
4. Restrict personal use of phones, including calls, texts, emails and social media, to break times and only in areas where pupils are not present.
5. Use school communication systems, walkie-talkies or the school office for routine communication.
6. Carry personal phones only for emergency purposes where communication would otherwise be unavailable, such as during field-based activities.
7. Seek permission from the Principal or Operations Manager if exceptional personal circumstances require them to carry a phone during working hours.
8. Report any inappropriate use of mobile devices or concerns to the Principal

The school accepts no responsibility for the loss, theft or damage of personal mobile devices brought onto the premises.

Photography and Recording

Staff must not use personal devices to:

- Take photographs of pupils
- Record videos of pupils
- Record audio involving pupils
- Share images or recordings of pupils

Any necessary photographs or recordings must be taken using authorised school equipment, such as school iPads, cameras or school-issued phones.

Lone Working

Lone working is not normally permitted without authorisation.

Where authorised lone working is required, such as for site management duties, staff may carry a personal mobile phone for safety purposes.

Designated Safeguarding Leads

Designated Safeguarding Leads may use mobile devices to access safeguarding systems, such as CPOMS, where necessary.

This must only take place:

- In private locations
- Away from pupils
- In accordance with the school's data protection requirements

School Mobile Phones

The school maintains a mobile phone for authorised school use.

School mobile phones may be issued:

- To educational visit leaders
- During emergency situations
- During lockdown procedures
- For other approved operational purposes

Only authorised staff may use school mobile phones.

Staff using school phones must:

- Use them solely for school business
- Maintain professional conduct at all times
- Follow all safeguarding and data protection requirements
- Ensure devices remain secure

Data Protection

Staff must not use personal mobile phones to process, store, transfer or share:

- Personal data relating to pupils
- Sensitive school information
- Safeguarding records
- Confidential staff information

Staff may access work email or approved school applications on personal devices where authorised.

However, sensitive communications and the processing of pupil information must only be conducted on approved school devices and systems in accordance with:

- UK GDPR
- Data Protection Act 2018
- School ICT Acceptable Use Policy
- Staff Code of Conduct

Safeguarding

Staff must:

- Refrain from sharing personal contact details with pupils or parents
- Avoid connecting with pupils or parents through social media or messaging platforms
- Avoid publishing personal contact information online where it may be accessed by pupils or parents

Communication with pupils and parents must take place only through authorised school channels.

Using Personal Mobiles for Work Purposes

In limited circumstances, staff may use personal devices for work purposes, including:

- Emergency evacuations
- Educational visits
- Residential visits
- Two-factor authentication
- Emergency communication

In such circumstances staff must:

- Use devices professionally and appropriately
- Follow safeguarding procedures
- Avoid photographing or recording pupils
- Avoid contacting parents directly unless authorised
- Use school communication systems wherever possible

Sanctions for Staff

Failure to comply with this policy may result in disciplinary action in accordance with the school's disciplinary procedures.

Use of Mobile Phones and Smart Devices by Pupils

General Expectations

The school operates a mobile phone-free environment.

Pupils must not use mobile phones or personal smart devices during:

- Lessons
- Registration periods
- Breaktimes
- Lunchtimes
- Movement around the school
- Any other part of the school day

Bringing Phones to School

Pupils in Years 5 and 6 may bring mobile phones to school where they travel independently to and from school.

This is permitted only when:

- Parents have completed the school's Mobile Phone Agreement
- The phone is handed to staff immediately upon arrival
- The phone is switched off before entering school
- The phone is stored securely in a locked facility during the school day

The school reserves the right to refuse permission where arrangements are not followed.

Extended Care

Pupils attending extended-care provision may retain possession of their phone only if authorised by the school.

Phones must remain switched off and stored securely in bags or coats.

Devices seen being used without permission will be confiscated.

Smart Devices

Smartwatches and other communication-enabled devices are subject to this policy.

Where a device can:

- Send or receive messages
- Access the internet
- Record images or audio

it may be treated as a mobile phone for the purposes of this policy.

Reasonable Adjustments and Exceptions

The school recognises that some pupils may require access to a mobile or smart device for legitimate reasons, including:

- Medical conditions
- Disabilities
- SEND requirements
- Accessibility needs
- Safeguarding considerations
- Young carer responsibilities

Requests for exceptions will be considered individually and reasonable adjustments will be made where appropriate.

Sanctions for Pupils

Where a pupil breaches this policy:

1. The device will be confiscated and retained securely.
2. Parents or carers will be informed.
3. Parents or carers may be required to collect the device from the school office.
4. Repeated breaches may result in the pupil losing permission to bring a device onto school premises.

The school is authorised to confiscate mobile phones in accordance with Sections 91 and 94 of the Education and Inspections Act 2006.

Any searches of pupils or their possessions will be undertaken in accordance with the school's Searching, Screening and Confiscation Policy and current Department for Education guidance.

Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, volunteers, contractors, governors and visitors must support the school's mobile phone-free environment.

During the school day they must:

- Keep phones on silent
- Keep devices out of sight when pupils are present
- Use mobile phones only where necessary and appropriate
- Follow any additional site-specific instructions

Where visitors are undertaking work requiring a phone, prior agreement should be obtained from school leaders.

Trips and Educational Visits

Parents and volunteers supporting school visits must not:

- Contact other parents regarding visit matters
- Photograph pupils
- Video pupils
- Record audio involving pupils

They must also support staff in applying this policy to pupils.

Contacting Pupils

Parents must contact pupils via the school office during the school day and should not attempt to contact children directly on personal devices.

School Performances and Sports Days

The school recognises that school performances and sporting events are important occasions for families.

Parents and carers may be permitted to take photographs or recordings unless safeguarding considerations require restrictions.

Where recording is permitted:

- Recordings are for personal family use only
- Images and recordings should not be shared publicly or on social media without appropriate consent
- The school reserves the right to withdraw permission where safeguarding concerns arise

Loss, Theft or Damage

Pupils bringing devices to school must:

- Ensure devices are clearly labelled
- Follow all school storage procedures

The school accepts no responsibility for devices that are:

- Lost
- Stolen
- Damaged

while on school premises, school transport, educational visits or during journeys to and from school.

Monitoring and Review

The school will review the effectiveness of this policy by considering:

- Feedback from pupils
- Feedback from parents and carers
- Feedback from staff
- Behaviour records
- Safeguarding records
- Department for Education guidance
- Local authority advice
- Relevant safeguarding and online safety developments

This policy will be reviewed every two years or sooner if legislation, guidance or school circumstances change.

Appendix 1: Parent Mobile Phone Agreement

Dear Parent/Carer,

Where a Year 5 or Year 6 pupil travels independently to and from school, the school permits them to bring a mobile phone for safety purposes.

By giving consent, you acknowledge and agree that:

- The phone is required only for the journey to and from school.
- The phone must be switched off before entering the school site.
- The phone must be handed to the class teacher immediately on arrival.
- Phones will be stored securely in individually named bags within a locked storage container.
- The school cannot accept responsibility for loss, theft or damage to personal devices.
- Pupils must not use mobile phones or other smart devices during the school day.
- Any phone seen being used without permission will be confiscated.
- Parents may be required to collect confiscated devices from the school office.
- Repeated breaches may result in permission being withdrawn.
- Permission may also be withdrawn where phones are used inappropriately outside school, including cyberbullying, harassment, recording others without consent or other unsafe behaviours.

By providing consent, you confirm that you understand and agree to the school's Mobile Phone and Smart Device Policy.