Mobile Phone Policy

Rationale

Mobile technologies are a common part of modern life and communication. While they offer benefits for professional development and operational efficiency, their use in school settings must be safe, appropriate, and aligned with safeguarding expectations. This policy aims to protect staff, pupils, and the integrity of the school environment.

General Guidelines for Staff

- Use During School Hours:

Personal devices must be switched off or set to silent during lessons and formal school hours unless explicitly permitted by SLT.

Use is permitted during lunch breaks and after school in designated areas (e.g., staffroom, offices, classrooms without children).

- Professional Use:

Staff may use mobile phones for:

- - Two-factor authentication (e.g., CPOMS access).
- - Professional development (e.g., scanning QR codes during training).
- - Emergency communication, with prior SLT approval.

Cameras on phones must be covered unless authorised for specific use.

Music use via phones must be pre-approved with a risk assessment and safeguarding measures in place.

- Safeguarding:

Personal devices must not be used to take photos/videos of pupils.

School devices must be used for all pupil-related media and communication.

Staff must not store or share pupil/parent contact details on personal devices.

Personal phone numbers must not be shared with pupils or parents.

- Emergency Use:

In emergencies, staff may use personal phones but must dial 141 to withhold their number.

A school mobile phone is available for off-site or urgent contact.

- Conduct and Accountability:

Inappropriate messages or content must be reported immediately.

Breaches of this policy may result in disciplinary action.

Staff must sign and return the mobile phone agreement form annually.

Pupil Use of Mobile Devices

Pupils must not bring mobile phones or smart devices to school.

If a device is brought in, it must be handed into the school office or to their class teacher for secure storage and returned at the end of the day.

Smartwatches and mobile phones are not permitted unless medically necessary (e.g., insulin tracking), with prior agreement from SLT.

Pupils may wear plain, non-digital or basic digital watches without SMART features.

Pupils with medical needs requiring smart devices must have documented approval.

Exceptions

Staff may use personal phones for:

- - CPOMS authentication.
- - QR code scanning during training.
- - Emergency contact, with SLT approval.