



Barrowby Church of England Primary School

Mobile Device Usage Policy

1. Purpose

- 1.1 At Barrowby CE Primary School, we recognise that mobile phones and similar devices, including smartphones and smart watches, are a part of everyday life for our children, 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 children, staff, parents/carers, visitors and volunteers, support the school's other policies, especially those related to child protection and behaviour
- 1.2 This policy also aims to address some of the challenges posed by mobile phones 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
- 1.3 Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2 Relevant guidance

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

3. Use of mobile phones by staff

- 3.1 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staffroom).
- 3.2 Staff must ensure their smart watches are set to "school mode" or any equivalent setting that disables notifications and alerts during school hours.
- 3.3 Safeguarding: Staff must not give their personal contact details to parents/carers or children, 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 children.
- 3.4 Staff must not use their personal mobile phones to take photographs or recordings of children, their work, or anything else that could identify a child. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment such as their staff iPad.
- 3.5 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 are not limited to:
 - Use of multi-factor authentication
 - Emergency evacuations

- When on school visits and trips
- When on 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 children, their work, or anything else that could identify a child
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4. Use of mobile phones by children

4.1 Children are not allowed to bring mobile phones onto school premises at any time.

4.2 Use of smartwatches by children: The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

4.3 No child is permitted to wear a smart watch to school with communication features or that can take a photograph. Any smart watch found to be in violation will be confiscated and returned to the parent or guardian at the end of the school day.

4.4 Exceptions may be made in exceptional circumstances (e.g., medical needs, family emergencies or shared custody) with prior written approval from the school. This will be considered on a case-by-case basis.

4.5 Any children who are given permission must complete a 'Mobile Phone Permission Form' for mobile phone use (see appendix 1).

5. Year 5 and 6 children that walk home from school unaccompanied

5.1 NSPCC advises against giving primary school children their own mobile phones, emphasising the need for adult supervision and guidance during online activities. Allowing a child to access their smartphone before and after school, without adult supervision e.g. walking to and from school would contravene this advice.

5.2 Children are not allowed to bring their mobile phones to school if they are walking to and from school, unsupervised by an adult.

5.3 If parents are not satisfied with this they have the right to continue to accompany their child/ren to and from school.

6. Loss, theft or damage

6.1 The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while children are travelling to and from school.

7. Adults in School Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: May 2025

Next review: May 2028