



Mobile Phone and Devices Policy

(2026-2027)

1. Purpose & Core Principles

At Hambleton Primary Academy, we maintain a robust 'culture of safety' where children and staff are protected from harm, abuse, and distress. This policy aligns with the latest Department for Education (DfE) guidance on mobile phone access in schools and the statutory expectations set out in *Keeping Children Safe in Education (KCSIE)*.

Adhering to this policy ensures that we:

- Protect pupils from online risks, camera misuse, and safeguarding hazards.
- Protect staff from false allegations and maintain professional boundaries.
- Eliminate unnecessary classroom disruptions and keep focus on teaching and learning.
- Promote safe habits around school-owned technology, including pupil iPads.

2. Pupil Mobile Phones & Personal Smart Devices

In line with DfE standards promoting a mobile-free school day, pupil access to mobile phones during the school day is strictly controlled:

On School Grounds

- If a pupil brings a mobile phone or smart watch to school (e.g., for safety when walking to/from school), it must be handed in to the class teacher immediately and put in the mobile phone box. This will then be brought up to the school office.
- Devices will be securely stored in the school office throughout the day and retrieved by the pupils at home time.
- Pupils are strictly prohibited from possessing or using mobile phone or watch devices anywhere on school premises during school hours. Children are permitted to use school managed devices (iPads).
- The school accepts no responsibility for loss, theft, or damage to mobile phones or devices brought onto school premises.

School Trips & Residentials

- Pupils are strictly forbidden from bringing mobile phones, smartwatches, or any personal internet-enabled devices on day trips, educational visits, or overnight residentials.

School iPads

- Pupil iPads are restricted and monitored via a Mobile Device Management (MDM) system, which blocks access to prohibited apps, social media, and inappropriate websites during school hours.
- School iPads must strictly be used for curriculum and learning purposes under adult supervision.
- Pupils may only take photographs on school iPads when specifically instructed by a teacher as part of a learning activity. Pupils are strictly prohibited from taking photos of others for non-educational purposes.

3. Staff Mobile Devices & Digital Photography

Personal Device Storage & Use

- Staff personal mobile phones must be kept securely in the school staffroom during working hours.
- Staff must not carry or use personal mobile phones in classrooms, corridors, playgrounds, or anywhere pupils are present during teaching, supervision, or duty times.
- Staff may only check or use personal mobile phones during non-duty break times within designated areas (e.g., staffroom or private administrative offices).

Photography & Media Capture

- Staff are strictly prohibited from using personal mobile devices or personal cameras to take photos or videos of pupils under any circumstances.
- Any photography or videography required for school records, learning journals, or communication must be taken using designated school-owned iPads or school cameras.
- Photographs must be uploaded directly to secure, approved school storage systems or administrative software. Images must never be stored on personal devices or personal cloud storage.
- Staff must verify that signed parental consent for digital imagery is in place prior to capturing or publishing photographs of any pupil.

Off-Site Visits and Residentials

- On school trips and overnight residentials, designated trip leaders will carry dedicated, school-owned emergency mobile phones and school iPads.
- All communication with parents, carers, or emergency services during visits will take place via school-owned devices.
- Staff personal devices must remain securely packed away and must not be used in the presence of pupils or to photograph pupils.

4. Visitor, Volunteer, and Parent Mobile Device Use

- Parents, visitors, contractors, and volunteers are not permitted to use mobile phones or devices in areas where children are present.
- Visitors must keep devices silenced and stored away in bags or coat pockets while on the premises.
- At school assemblies, plays, or events to which parents are invited:
 - Photographs and recordings are permitted for personal use only.
 - It is strictly prohibited to post photographs or videos featuring other children on social media platforms without explicit written consent from those children's parents/carers.

5. Inappropriate Use & Safeguarding Procedures

Any misuse of personal devices, mobile phones, or school iPads will be addressed immediately under the school's disciplinary and safeguarding protocols. Misuse includes, but is not limited to:

- Cyberbullying, harassment, or sending unacceptable messages.
- Capturing unauthorised photographs or videos of pupils or staff.
- Accessing or sharing prohibited, illegal, or inappropriate content.
- Sharing confidential school information.

Failure by staff to comply with this policy may result in formal disciplinary action under the Staff Code of Conduct. Breach of rules by pupils will be managed under the Behaviour Policy and Safeguarding Policy.

6. Policy Details & Review

- **Related Policies:** Safeguarding & Child Protection Policy, Behaviour Policy, Online Safety Policy, Data Protection Policy (GDPR).
- **Adoption Date:** September 2026
- **Review Cycle:** Annual
- **Next Review Date:** September 2027