Mobile Phone, Wearable Devices and Portable Device Policy

Revoe Learning Academy

This policy will be reviewed on an annual cycle

Person responsible for the Policy:	Headteacher and DSL
Approved by/ date:	November 2026
Next review:	November 2027 or as needed with updates

THE SEA VIEW TRUST

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1) Introduction and Aims

At RLA, we recognise that mobile technology is a vital part of everyday life for many of our pupils, parents, carers, visitors, volunteers, contractors and staff. With regard to this evolving and changing technological landscape we endeavour to ensure that everyone is safe and protected.

Therefore, our aim is to:

- Promote safe responsible and appropriate use of all technology
- Provide clear guidelines for all users of technology
- Ensure all relevant policies are adhered to at all times, such as Staff Conduct Policy, Online safety Policy, Acceptable Use Policy and Revoe's Safeguarding and Child Protection Policy.

This policy refers to the use of mobile phones and smart watches along with any other wearable or portable device. The evolution of such devices presents many safety features along with some challenges.

Smart glasses are not to be brought into school by any adult or child. Despite the obvious distraction that these devices can pose, smart glasses are internet and camera enabled and therefore present as a safeguarding risk.

Please note ''device'' used within this policy refers to mobile phones, wearable and portable devices such as watches and tablets.

At RLA we aim to ensure:

- Safeguarding and child protection
- Data protection
- No lesson/learning disruption
- No risks of loss, theft or damage
- Appropriate device use, during school activities, of school issued devices

2) Policy Monitoring and Review

RLA is committed to ensure that this policy has a positive impact on pupils' education, behaviour and safety.

The policy will be reviewed by the headteacher and designated safeguarding lead on a regular basis, and at least annually, and changes will be made as necessary.

Policy reviews will take into account feedback from parents, carers, pupils, staff and other persons. It will be updated in accordance with guidance from Blackpool Council, Sea View Trust and Government information.

3) Roles and Responsibilities

All staff and visitors to school (parents, carers, visitors, volunteers, contractors) are responsible for ensuring they adhere to this policy.

The Headteacher and DSL are responsible for ensuring staff, pupils and all other persons are aware of this policy.

The Headteacher and DSL are also responsible for holding staff, pupils and other persons accountable.

Should anyone witness a breach of this policy, or are aware of a breach, they must report this immediately to a member of the Senior Leadership Team (see website for details).

School will not take responsibility for any items lost, damaged or stolen.

4) Staff

Class based staff and staff who have contact with pupils/children:

- Store their device in a locked and secure place during teaching/contact time with pupils/children
- Secure their device with a password or pin
- Switch the device off or put in silent mode whilst stored
- Smart watches are to be used only as a watch and for no other reason
- Devices are not to be used during school activity such as assemblies, playground duty or while supervising pupils/children
- With prior agreement by the Headteacher, exceptional circumstances may allow for the use of personal devices for health and safety reasons such as school trips and sporting events
- Photographs and videos of children are only to be taken on school devices
- Staff must adhere to the Code of Conduct and Safeguarding and Child Protection Policies at all times
- Staff who fail to adhere to this and other policies stated herein may be subject to disciplinary action. Please refer to the Staff Code of Conduct Policy
- No-one is permitted to make or receive calls, make or receive messages, access social media or have any contact to or from other persons on any personal device while pupils/children are present. This includes activities such as before and after school clubs
- Personal Devices can be used during staff breaks and staff lunchtimes, when pupils/children are not present and in areas where pupils/children are not permitted such as the staff room
- The location of where a device is used is to be considered to protect individuals' privacy; such as if making a phone call
- There may be exceptional circumstances when it is permitted for a member of staff/other adult to have use of their phone during contact time/in school such as an emergency contact for their child or child's school or in the case of illness of dependents or family members. The Headteacher will decide special arrangements on a case-by-case basis. If special arrangements are not deemed necessary staff can provide or use the school office number (01253) 763414 to support the situation
- In the case of emergencies, a member of the senior leadership team should be informed so appropriate and safe support can be provided
- Staff must not use their mobile phone/device to contact pupils/children
- Staff must not share their contact details with pupils or the pupils' parents/carers

5) Pupils

- Pupils in years five and six are permitted to bring mobile phones/devices into school.

- On arrival at school, including before school clubs, the phone must be switched off and handed to a member of staff. The phone will be stored, by staff, in a designated locked and secure place. Before school club staff are responsible for handing the mobile phone/devices directly to teg child's class teacher at the start of the day.
- Pupils must ensure their phone is secured with a password or pin
- Where possible, the pupil's phone should be labelled to enable identification of the phone's owner
- No phone/device use or checking of such will be permitted during the school day
- The phone will be returned to the pupil at the end of the school day or at the end of an after-school activity
- If it is assessed as appropriate that a child needs to contact a parent/carer during the school day, then a school phone will be used to ensure this happens
- Pupils will not be allowed to take phones/devices on school trips or excursions
- Smart technologies, such as watches with camera facilities and independent access to the internet, must be switched off and handed in to the class teacher at the beginning of the day.
- Smart watches without independent connectivity and cameras may be worn providing they are used as normal watches and for no other function beyond telling the time.

Pupil Consequences

- Pupils who do not adhere to the agreements set out in this policy will not be permitted to bring their phone/ device into school
- If a breach occurs, the pupil's mobile phone/device will be confiscated by a staff member and taken to a secure place. The phone/device will be collected by the pupil at the end of the day. Parent/carer will be made aware of the incident
- A record of the incident will be made. Additional consequences and actions may take place dependent on the nature of the breach
- Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.
- Searches will be completed with a member of the Senior Leadership Team. Parents and Police will be contacted if there is suspicion of illegal activity on the phone. Staff must not view the phone. Certain types of conduct, bullying or harassment can be classified as criminal conduct. RLA takes such conduct extremely seriously and 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 communications aimed at a person because of their ethnicity, religious beliefs or sexual orientation.

6) Parents/Carers

- RLA respects that parents/carers may want their child to have access to a phone/wearable device for safety, personal reasons and to encourage independence for their journey to and from school. However, RLA discourages pupils from bringing these to school wherever possible
- If parents/carers need to contact their child during the school day they are to call the school office on (01253) 763414 and messages will be passed on accordingly
- Parents/carers are aware that RLA staff will not take responsibility for any items lost, damaged or stolen
- Parents, visitors and volunteers are made aware of the rules for mobile technologies via signage in our main office and around school. Parents, visitors and volunteers may also be informed of safe and appropriate usage at public events at school.
- Parents or volunteers supporting the supervision of school trips or residential visits must not: Use their phone to make contact with other parents ; take photos or recordings of pupils, their work, or anything else which could identify a pupil

7) Visitors, Volunteers, Contractors

- Keep devices on silent and do not use them where pupils are present unless authorised.
- Do not take photos/recordings unless explicitly authorised by the school.

8) Data Protection

Staff must not use their personal mobile phones to access confidential school information. Please refer to the Sea View Trust GDPR Data Protection Policy.

9) Safeguarding

- Staff must not give their personal details to parents, carers or pupils including via social media platforms and messaging apps
- Staff must avoid publicising their personal details on any social media, platform or website
- Staff must not use their personal device to take images of pupils, their work or anything which could identify a pupil
- Staff must not show their phones to any pupils
- Staff must not view a child's phone
- Please refer to the staff Code of Conduct Policy

10) Using Personal Devices for Work Purposes

- In some circumstances, it may be appropriate and agreed for staff to use a personal mobile phone/device. Security is to be adhered to at all times such as using two step verification having passcodes to protect and unlock the device, and ensuring software is up to date. Should the device be lost or stolen, they must inform their line manager or SLT at the earliest opportunity so that steps can be taken to ensure any sensitive information remains secure.

11) Work Phones

- Identified members of staff will be provided with a phone to use for work purposes

- Only these staff members are permitted to use RLA phones and access to these phones by others must not be provided without prior authorisation
- RLA phones are only to be used for activity associated with school business
- Ensure all activity is professional and appropriate at all times, in line with the Staff Code of Conduct Policy
- The headteacher, by agreement with the CEO, has the permission to use personal device for work purposes

Appendix 1 : Mobile Technologies e.g. Phone Acceptable use Agreement for pupils.

Mobile Technologies e.g. Phone and Watch Acceptable Use Agreement

Mobile technologies such as phones and smart watches must be handed in at the start of the school day to the class teacher for safe-keeping. This will be stored securely and returned to the pupil at the end of the day.

You must fully agree to the following rules if you bring your mobile phone or watch etc to school:

1. You may not use your mobile phone or smart watch during lessons.
2. Phones and smart watches must be switched off (not just put on 'silent') before handing in to the teacher.
3. You may not use your mobile phone or smart watch in the toilets or changing rooms. This is to protect and respect the safety, privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils in or out of school times, without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone, watch etc to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
8. Don't use your mobile technology eg phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile technologies eg phone, watch etc even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on your mobile technology or when using social media. This language is not permitted under our Behaviour Policy.
11. Don't use your mobile technology e.g. phone to view or share personal or harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone, smart watch etc. Refusal to comply is a breach of RLA's Mobile Phone policy and will be dealt with accordingly.

13. You are strongly advised not to use your phone whilst walking to and from RLA nor when you are walking alongside roads and highways. Children who are distracted by using their mobile technologies e.g. phone, watch can have reduced general safety awareness and concentration and be at greater risk of a road traffic incident and/or injury if not paying attention.

Signed by Pupil _____ Dated_____

Signed by Parent _____ Dated _____

SVT Policy overview

1. Purpose
Sea View Trust is committed to ensuring calm, safe and focused learning environments across all its schools. This policy sets out a unified Trust-wide approach to mobile phones and smart devices, in line with Department for Education (DfE) guidance, safeguarding requirements, and The Sea View Trust expectations.

2. Scope
This policy applies to:
- All Sea View Trust schools
- All learners on roll
- All staff, parents/carers, volunteers and visitors
- All mobile phones and personal smart devices, including smartwatches

3. Policy Statement
Mobile phones and smart devices must not be used at any point during the school day, including:
- Before school
- Between lessons
- Break and lunchtimes
- During all lessons and enrichment activities
- Movement around the school site

4. Bringing Mobile Phones to School
- Learners may bring phones to school at their own risk – **Y5 and Y6 only**
- The Trust or school accepts no responsibility for loss, theft, or damage to devices.

5. Storage of Mobile Phones
Mobile phones must be:
- Switched off
- Stored securely for the entire school day

6. Exceptions

Exceptions will be rare and must be agreed in advance by the school. Examples include:
- Medical needs
- SEND-related needs
- Residential settings where permitted

7. Misuse of Devices
Learners must not use devices to:
- Record or photograph others
- Access harmful or inappropriate content
- Bully, harass or intimidate others
- Disrupt learning or routines

8. Sanctions
- Devices will be confiscated.
- Returned at end of day or collected by parent/carer.
- Repeated breaches may lead to escalating sanctions.

9. Staff Responsibilities
Staff must:
- Apply the policy consistently
- Challenge breaches
- Follow safeguarding procedures

10. Parents and Carers
Parents/carers must:
- Support the policy
- Not contact learners directly during the school day
- Use the school office for communication

11. Use by Parents, Volunteers and Visitors
They must:
- Not take photos or recordings unless allowed
- Avoid device use in teaching areas
- Keep devices on silent

12. Safeguarding & Online Safety
The policy reduces risks linked to online safety, bullying, exploitation, and inappropriate content.

13. SEND and Medical Needs
Reasonable adjustments will be made and documented as required.

14. Loss, Theft or Damage
The Trust accepts no responsibility for lost, damaged or stolen devices.

15. Monitoring and Review
This policy will be reviewed annually or sooner if national guidance changes.