St Bartholomew's Church of England Primary School

Mobile Phones & Smart Technology Policy

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Great Harwood St Bartholomew's Parish CE VA Primary School

Follow Jesus in all we do

School Vision

We seek to ensure that by following Jesus, each individual is inspired to shine in all areas of their educational and spiritual development.

'For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.' (Jeremiah 29:11)

Mission Statement

Follow Jesus in all we do

'When Jesus spoke again to the people, he said, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life".' (John 8:12)

Core Values

Our school is underpinned by 6 core values;

Courage
'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' (Joshua 1.9)

Friendship
'Love each other as I have loved you.' (John 15:12)

Service
'Serve one another in love' (Galatians 5.13)

Forgiveness
'Do not judge, and you will not be judged; Do not condemn, and you will not be condemned; Forgive, and you will be forgiven' (Luke 6:37)

Justice
'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.' (Micah 6:9)

Love
'Give thanks to the Lord, for he is good; his love endures forever.' (Chronicles 16:34)

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Mobile Phones and Smart Technology Policy

Contents

1. Introduction and Aims
2. Definitions
3. Roles and Responsibilities
4. Use of Mobile Phones and Smart Technology by Staff
5. Use of Mobile Phones and Smart Technology by Pupils
6. Use of Mobile Phones and Smart Technology by Parents, Visitors and Volunteers
7. Searching, Screening and Confiscation
8. Loss, Theft or Damage
9. Monitoring and Review

Appendices

Appendix 1: Pupil Acceptable Use Agreement

Appendix 2: Permission to Bring a Mobile Phone to School Form

1. Introduction and Aims

At Great Harwood St Bartholomew's Parish CE VA Primary School, we are committed to providing a calm, safe and distraction-free learning environment where all children can flourish.

In line with the Department for Education's statutory guidance on mobile phones in schools, Great Harwood St Bartholomew's is a **mobile phone-free school throughout the entire school day**. This includes lessons, transitions between lessons, breaktimes, lunchtime and any other period during which pupils are under the supervision of the school.

[https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools] and [https://www.gov.uk/government/publications/mobile-phones-in-schools]

This policy applies to mobile phones and any smart technology with similar functionality, including but not limited to:

- Smartphones and mobile phones
- Smart watches
- Tablets with communication capability
- Devices capable of sending or receiving notifications or messages
- Devices capable of taking photographs, video or audio recordings
- AI-enabled wearable technology
- Earbuds, headphones or other devices with recording or communication functions

The school recognises that mobile phones and smart technology are an important part of modern life. However, unrestricted access to such devices during the school day can:

- Disrupt teaching and learning
- Impact concentration and wellbeing
- Increase safeguarding risks
- Facilitate bullying, cyberbullying and peer-on-peer abuse
- Increase risks associated with photography, video recording and online sharing
- Create data protection concerns
- Lead to theft, loss or damage

This policy aims to:

- Promote the safe and responsible use of technology
- Support pupil wellbeing and positive social interaction
- Maintain a distraction-free learning environment
- Safeguard pupils and staff
- Ensure compliance with current legislation and statutory guidance
- Support the school's Behaviour, Safeguarding, Online Safety, Data Protection and Acceptable Use policies

The school acknowledges that some pupils may require access to smart technology as part of a medical, SEND or safeguarding plan. Reasonable adjustments will be considered on an individual basis and agreed with the Headteacher and relevant professionals where appropriate

2. Definitions

For the purposes of this policy, the following definitions apply:

Mobile Phone

A mobile phone is any handheld device that can be used to make or receive calls, send or receive messages, access the internet, use applications, take photographs, record audio or video, or connect to other digital services through mobile, wireless or internet networks.

This includes:

- Smartphones
- Basic mobile phones
- Devices with communication, camera or internet capability

Smart Technology

Smart technology refers to any personal electronic device that has communication, recording, internet, monitoring or notification functions similar to a mobile phone. This includes, but is not limited to:

- Smart watches
- Fitness trackers with messaging or internet functions
- Tablets with communication capability
- AI-enabled wearable technology
- Earbuds or headphones with recording, communication or internet functions
- Personal devices capable of accessing email, messaging applications, social media or online content
- Any future technology with comparable functionality

School Day

The school day refers to any period during which a pupil is under the supervision, care or responsibility of the school. This includes:

- Arrival on the school site
- Registration and lessons
- Breaktimes and lunchtimes
- Educational visits and residential visits
- Extra-curricular activities under the supervision of school staff
- Any time pupils are representing the school

Mobile Phone-Free Environment

A mobile phone-free environment is one in which pupils do not have access to mobile phones or smart technology during the school day.

At Great Harwood St Bartholomew's Parish CE VA Primary School, pupils must not use, access, carry on their person or have unsupervised access to mobile phones or smart technology during the school day unless this has been authorised by the Headteacher as part of an agreed medical, safeguarding or SEND arrangement.

Cyberbullying

Cyberbullying is the use of mobile phones, smart technology, online platforms, social media, gaming platforms or messaging services to deliberately cause harm, distress, intimidation, humiliation or harassment to another person.

Cyberbullying may include:

- Sending threatening or abusive messages
- Sharing images or personal information without consent
- Excluding others from online groups
- Impersonating another person online
- Posting harmful, offensive or discriminatory content
- Using artificial intelligence (AI) to create, alter or distribute harmful content relating to another person

Personal Data

Personal data means any information that can identify a living individual, either directly or indirectly. This includes photographs, video recordings, audio recordings, names, addresses, contact details, assessment information and safeguarding information.

Authorised Use

Authorised use refers to circumstances where a mobile phone or smart device has been approved by the school for a specific purpose, such as:

- Medical needs
- SEND provision
- Safeguarding arrangements
- Educational visits where authorised by the visit leader
- Emergency situations

Authorisation must be agreed in advance by the Headteacher or a designated senior leader.

Unauthorised Use

Unauthorised use refers to any use, possession or access to a mobile phone or smart

device that does not comply with this policy. This may include:

- Using a device during the school day
- Recording, photographing or filming others without permission
- Accessing social media or messaging services
- Bringing unauthorised smart technology into school
- Circumventing school procedures for storing devices securely

Unauthorised use will be managed in accordance with the school's Behaviour Policy, Online Safety Policy and Child Protection and Safeguarding Policy.

3. Roles and Responsibilities

Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
The headteacher is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The Governors will review this policy as part of their termly meetings in line with the review date.

Children

4. Use of Mobile Phones and Smart Technology by Staff

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during lesson time. Use of personal mobile phones must be restricted to non-contact time, and to designated areas of the school where pupils are not present (such as the staff room, meeting room, office and headteachers office).

School staff must provide the school office number as a point of emergency contact whenever possible.

Data Protection

Staff must not use their personal mobile phones or any other personal devices to process personal data, or any other confidential school information. (Also refer to data protection policy, staff code of conduct and ICT acceptable use policy.)

Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must not publish their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. (Also refer to data protection policy, staff code of conduct and ICT acceptable use policy.)

Using Personal Mobiles for Work Purposes

In some circumstances, it may be necessary for staff to use personal mobile phones at work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising 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 pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

Work Phones

The school has a mobile phone which staff will be expected to use if going off-site on visits for emergencies.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of Mobile Phones and Smart Technology by Pupils

Mobile Phone-Free School Environment

Great Harwood St Bartholomew's operates as a mobile phone-free school.

Pupils must not use mobile phones, smart watches or other personal smart technology at any time during the school day.

Only Year 6 pupils who:

- travel to and from school independently with permission form signed by parent (appendix 2)
- are identified as young carers
- have an agreed safeguarding, SEND or medical need

may bring a mobile phone to school and only with written parental permission and Headteacher approval.

Procedures

On arrival at school pupils must:

- Switch off the device completely
- Hand the device to the school office
- Ensure the device remains stored securely until collection at the end of the school day

Smart watches or other devices capable of communication, internet access, messaging, photography, recording or notifications must also be handed in alongside mobile phones.

Pupils are not permitted to carry mobile phones or smart watches or other devices with smart technology on their person during the school day.

Breaches of the Policy

If a pupil is found using or carrying a mobile phone or smart device without permission:

- The device will be confiscated and stored securely.
- Parents may be asked to collect the device.
- Behaviour sanctions will be applied in accordance with the Behaviour Policy.
- Repeated breaches may result in permission to bring a device being withdrawn.

Sanctions

Sanctions will be in line with our Behaviour Policy.

Staff have the power to search pupils' phones and devices, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you 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.

The school takes conduct such as bullying or harassment extremely seriously. Such conduct 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 calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

See Behaviour Policy for full details.

6. Use of Mobile Phones and Smart Technology by Parents, Visitors and Volunteers

Parents, visitors and volunteers (including governors and contractors) must not use their phone or Smart Technology Devices on the school premises.

They must not:

- Take pictures or recordings of pupils, unless supervised by school staff and then the pictures must only be of their own children and not other pupils.
- Use any photographs or recordings for personal use only, and not post on social media without consent
- Take recordings of any sort.
- Use phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone and Smart Technology use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising 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 Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

7. Searching, Screening and Confiscation

The school may confiscate mobile phones and smart devices that are not being used in accordance with this policy.

Authorised staff may search a pupil's possessions where there are reasonable grounds to suspect that the pupil possesses a prohibited item or an item that may present a

safeguarding risk, in accordance with the Department for Education's guidance on Searching, Screening and Confiscation.

Where staff identify safeguarding concerns relating to a device, the matter will be managed in accordance with the school's Safeguarding and Child Protection Policy.

Any incidents involving:

- Cyberbullying
- Harassment
- Sharing of indecent images
- AI-generated harmful content
- Recording of staff or pupils without consent
- Threats, intimidation or abusive communications

will be treated as serious behaviour and safeguarding matters.

8. Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are labelled with their name, and are handed into the school office to be stored securely during the school day. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Signs in the school entrance will inform parents and visitors of this and it is also on the permission forms for bringing a phone to school

Lost phones should be returned to the office manager in the main office. The school will then attempt to contact the owner.

9. Monitoring and Review

This policy will be reviewed **annually**, or sooner if legislation, safeguarding guidance or Department for Education requirements change.

The review will consider:

- Pupil, parent and staff feedback
- Behaviour and safeguarding records
- Developments in technology and AI-enabled devices
- Updated statutory guidance
- Local safeguarding requirements

Appendix 1

Code of conduct/acceptable use agreement for pupils

You must obey the following rules if you bring your mobile phone or any other smart technology device to school:

1. Only pupils in Year 6 are allowed to bring their phones or smart devices to school if they walk to school and a permission form has been received from their parents.
2. Mobile phones and smart devices must be named.
3. Mobile phones and smart devices must be switched off on arrival at school.
4. Mobile phones and smart devices must be handed into the school office on arrival at school. They will then be stored securely in the school office until home time.
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 and smart devices 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
    d. Any other method
8. Don't use your phone and smart devices to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone and smart devices even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off and hand in your phone and smart devices upon arrival at school. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Signed: _____ (Pupil)

Date: _____

Appendix 2

Permission form allowing a pupil to bring their phone or smart technology device to school

PUPIL DETAILS	
Pupil name:	
Year group:	
Parent(s) name(s):	

The school has agreed to allow the pupil named above to bring their mobile phone or smart technology device to school because they:

……

……

……

Pupils who bring a mobile phone or smart technology device to school must abide by the school's policy on the use of mobile phones and smart technology device and its code of conduct/acceptable use agreement.

The school reserves the right to revoke permission if pupils don't abide by the policy. This agreement will remain in place unless otherwise informed by the parent or permission has been revoked by the school.

Parent signature: _____ Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	