

Locks Heath Infant & Nursery School Mobile Devices & Smart Watch Usage Policy



Reviewed	Review schedule
Sept 2025	Sept 2027

Rationale

At Locks Heath Infant and Nursery Infant School the welfare and safeguarding of our pupils is crucial. This policy on the use of mobile phones and smart watches in school has been devised in the interest of safeguarding children and maintaining staff professionalism.

Aims and objectives

This policy seeks to provide clear guidance on the acceptable use of all handheld and communication devices in school by adults. In outlining what constitutes acceptable use, we seek to ensure the safety and well-being of our children and our staff. This policy applies to all individuals who have access to personal mobile phones and smart watches on site. This includes but is not limited to; staff, volunteers, supply staff, parents, carers, students, Governors, visitors and contractors.

Definitions:

Mobile phone – basic phone that can make calls and manage text communication.

Smart phone - internet enabled mobile phone with GPS and camera capability.

Smart watch – GPS and linked to smart phone

Mobile devices – includes Mobile phone, Smart phone and / or Smart watch

Use of mobile phones and smart watches

Pupils:

- Pupils are not permitted to have mobile phones, smartphones or smart watches at school or on educational visits (regular watches are fine).
- Mobile phones, Smart phones or / and Smart watches brought to school without permission will be confiscated and must be collected by the parent at the end of the school day.

Staff:

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their Mobile or Smart phones / Smart watches while children are present/during contact time.
- Devices should be stored safely in their desk / bag / cupboard during contact time and not left on display.
- Use of a personal Mobile or Smart phones and Smart watches is restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room and offices.
- Staff are not at any time permitted to use recording equipment on their devices (photographs, sounds or videos), for example: to take recordings of children, or share images.
- Staff are advised to security protect access to functions of their devices.
- In circumstances where immediate contact is needed, staff should let family/ their child's school know to call the school office as personal devices will be switched off / on silent during lessons.
- The Headteacher will decide on a case-by-case basis whether to allow for special arrangements.
- In general, staff should not share their personal number with pupils or parents. Where a member of staff is also a parent of a child in school, they should exercise caution when sharing their contact details with other parents. They must never share information regarding other parents or carers or about other children or members of staff.

- On educational visits, personal mobile devices may only be used to contact the school office or another member of staff on the visit. If possible, the member of staff should move away from the children to make the call.
- Staff must never send texts, emails or images that could be viewed as inappropriate to colleagues, pupils or parents.
- Staff are not permitted to use their own mobile devices for contacting children or their families within or outside of the setting in a professional capacity. On a rare occasions, staff members may be required to use a mobile phone for school duties, for instance in case of an emergency during off-site activities. In these cases staff may use their own device and input 141 before dialling.
- Should a member of staff receive texts, emails or images that could be viewed as inappropriate from colleagues, pupils or parents, they must inform the headteacher.
- Members of staff must also inform the headteacher if they suspect a colleague, parent, other adult or child has photographed or filmed them or someone else without permission.

Supply staff, Volunteers, Students, Visitors, Governors and Contractors:

- All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile devices and smart watch usage policy whilst on the premises.

Parents and Carers:

- Parents and Carers are asked not to use their phones at school when dropping off or picking up their child.
- The school will permit the use of phones to photograph or video school events such as assemblies, sports days and performances but these must NOT be published on any social networking sites or other websites (e.g. on Facebook or Youtube). Whenever possible, parents and carers are reminded of this at the beginning of each school event.
- When entering the school building, parents may only use mobile phones for urgent communication.
- Where parents are accompanying classes on educational visits we ask that they do not make personal calls, contact other parents (via calls, text, email or social networking) or use their mobile devices to take photographs or videos of the children. Devices should be away in bags and on silent or off.
- Parent helpers must give their Mobile phone and / or Smart phone to the school office (personal bag) when helping and supporting learning across the school.

Data protection

- Staff must not use their personal mobile devices to process personal data, or any other confidential school information.
- Staff must only use school iPads to take pictures or videos – not personal devices.
- Staff can access website programmes that access data on external servers such as CPOMS although staff should never download content onto their personal devices.
- Staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Loss, theft or damage

- The School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile devices. It is the responsibility of staff to ensure mobile phones are properly insured and cared for.

Consequences of contravening this policy

- Staff should understand that failure to comply with the policy is likely to result in disciplinary action or, in certain circumstances, a child protection allegation. The latter might involve suspension from work pending a Police investigation. Any offence of this nature involving a child is likely to be viewed as a serious disciplinary offence up to and including dismissal.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.