

Greenvale Primary School



MOBILE PHONE/ SMARTWATCH/ WEARBALE DEVICE POLICY

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Signed by Headteacher	Mrs A Allnutt
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1. Introduction and aims

At Greenvale Primary School we recognise that mobile phones, including smart phones, smartwatches and wearable devices are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. Many smartwatches, including the Apple Watch, now offer Internet and email access, alongside the standard functions of messaging, sound recording, access to music and call functionalities.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone, smartwatch and wearable device use
- Set clear guidelines for the use of mobile phones, smartwatches and wearable devices for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection, behaviour and online safety

This policy also aims to address some of the challenges posed by mobile phones, smartwatches and wearable devices 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
- Location tracking

Scope

This policy applies to all individuals who have access to personal smartwatches and wearable devices on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

2. 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 2 years, reviewing it, and holding staff, volunteers, visitors and pupils accountable for its implementation.

3. Use of mobile phones by staff/visitors/contractors

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, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff should use the school office phone as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Please refer to

- Data Protection policy
- ICT and Internet Acceptable Use policy
- Employee Code of Conduct

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, 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 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.

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 aren't limited to:

- Emergency evacuations
- Accident emergencies

- Supervising off-site trips
- Supervising residential visits – refer to Education Visits Policy

In some circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our employee 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 or classroom telephones

Sanctions

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

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

Personal smartwatches and wearable devices

It is recognised that it is the enhanced functions of many smartwatches and wearable devices that cause the most concern, and which are susceptible to misuse. Misuse includes the taking and distribution of images of children (Airdrop), exploitation and bullying.

It is recognised that smartwatches and wearable devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When smartwatches and wearable devices are misused, it can impact an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all. It is appreciated that it can be difficult to detect when such devices are present or being used. The use of all smartwatches and wearable devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual in conjunction with Greenvale Primary's Mobile Phone Policy, to misuse functions of these devices.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their smartwatch or wearable device while children are present/during contact time. Staff keeping their smartwatch or wearable device with them during contact times must ensure their phone is switched off (not silent/vibrate) or in a setting that does not allow for notifications, messaging, call services and camera use. Apple Watches allow for a schooltime feature which turns their devices into ordinary time-keeping devices during school hours.

Use of personal smartwatches and wearable devices is restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room and offices.

In circumstances where immediate contact is needed, then staff should let family/their child's school know to call the main reception as personal phones will be switched off during lessons.

The Headteacher will decide on a case-by-case basis whether to allow for special arrangements, e.g. acutely sick relative. If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Staff should advise a member of the Senior Leadership Team should this policy be breached. Please refer to the Employee Code of Conduct and Medway School Safeguarding Policy for further information.

4. Use of mobile phones by pupils

Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

This policy is linked with [Section 91 & 94 of the Education & Inspections Act 2006](#)

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Greenvale Primary does not permit pupils bringing mobile phones in year groups below Year 5 & 6.

When a child needs to bring a phone into school the phone must be left in the marked box in their classrooms when they arrive at the start of the day (from 8.30 a.m.) and collected at the end of the day. The box will be placed within the classroom and locked. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Greenvale Primary accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the Senior Leadership Team. The pupil may collect the phone at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader.

Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behavior for learning policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils – this includes the use of smartwatches and wearable devices.

Parents, visitors and volunteers will be informed of the rules for mobile phone 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.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use.

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, through:

- Put signs up in the school entryway or office
- Include disclaimers in your permission forms for bringing a phone to school
- Provide a copy of your policy and disclaimer to new pupils and parents

Confiscated phones will be stored in the school office in a locked cabinet by office staff.

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

7. Use of smartwatches and wearable devices by pupils

Greenvale Primary School currently does not allow pupils to bring smartwatches and wearable devices into school.

Schools are permitted to confiscate phones, smartwatches and wearable devices from pupils

under sections 91 and 94 of the [Education and Inspections Act 2006](#). School staff have the power to search pupils' electronic devices, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil's electronic devices if we 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. If they are confiscated, parents/carers will be contacted to collect the phone/device.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Greenvale Primary School takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Use of smartwatches and wearables by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way as staff when they are on the school site during the school day. This means:

- Not taking photos or recordings of pupils on school grounds or school trips or when working with pupils.
- Not posting any images/data about the school on social media without consent. Parents, visitors and volunteers will be informed of the rules for smartwatches and wearables 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 smartwatch or wearable device to make contact with other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil. Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal device during the school day.

Loss, theft or damage

Any person bringing a smartwatch or wearable device to school must ensure that it is secured as much as possible, including using passwords or pin codes to protect access to the phone's functions. The school accepts no responsibility for smartwatches and wearable devices 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.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix 1: Code of conduct/acceptable use agreement for pupils with mobile phones / smartwatches / wearable devices

Code of conduct/acceptable use agreement

"I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so after receiving this signed permission form from my parent/carer."

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils 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 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 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 phone 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, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Signed by Parent on behalf of pupil: _____ Parent Name: _____

Date: _____

Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones / smartwatches / wearable devices in our school

- Please keep your mobile phone / smartwatch / wearable devices on silent/vibrate while on the school grounds
- Please do not use these items where pupils are present. If you must use your phone/smartwatch/wearable device, you may go to the School Office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone/smartwatch/wearable device in lessons, or when working with pupils

The school accepts no responsibility for phones/smartwatches/wearable devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone/smartwatches/wearable device policy is available from the school office.

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