



**St Elizabeth's Catholic Voluntary Academy**

## **Mobile Phone and Wearable Technology Policy**

June 2023

Review June  
2025

### **Introduction and aims**

At St Elizabeth's CVA we recognise that mobile phones, including smart phones, iPads, tablets and wearable gadgets/technology, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- › Promote, and set an example for, safe and responsible use
- › Set clear guidelines for the use of mobile phones/wearable technology for pupils, staff, parents/carers and volunteers
- › Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones/wearable technology 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

This policy is referring to (but not restricted to) mobile phones, iPads, tablets and expensive iPhones which calls, texts and connection to the internet is made possible. We encourage children to wear watches that tell the time and are analogue. In some cases, parents have asked if children can wear digital watches that record the number of steps a child takes, these are allowed (but removed for PE lessons). We do not encourage children to wear any watch that is expensive and therefore put a limit of £40 on watches.

### **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, reviewing it, and holding staff and pupils accountable for its implementation.

## Use of mobile phones/wearable technology by staff

### Personal mobile phones/wearable technology

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/during contact time. Use of personal mobile phones/wearable technology must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

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

- › For emergency contact by their child, or their child's school
- › 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.

### Data protection

Staff must not use their personal mobile phones/wearable technology to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

### Safeguarding

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

Staff must not use their mobile phone/wearable technology 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/wearable technology 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
- › Supervising off-site trips
- › Supervising residential visits

In these circumstances, staff will:

- › Use their mobile phones/wearable technology in an appropriate and professional manner, in line with our Trust's staff code of conduct
- › Not use their phone/wearable technology to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- › Refrain from using their phone/wearable technology to contact parents/carers. If necessary, contact must be made via the school office, unless in an emergency.

### Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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 Trust's staff code of conduct.

## Sanctions

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

## Use of mobile phones/iPads/wearable technology by pupils

Year 6 pupils are allowed to bring a mobile to school to leave in the school office during the day, **in certain circumstances**. For instance, when:

- Travelling to school by themselves
- › If pupils do bring phones to school, they will not use them during school time, they must be turned off and stored in the school office.
- › The children will be responsible for collecting these at the end of the school day.
- › The children will still not be allowed to use the camera function to take photos or record others at any part of the school day (this includes SEA run events such as disco/summer fair etc).

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

There will be times when technology is used to support a child's medical needs. Staff will be trained appropriately in how to use this technology to support the child, any queries about supporting medical needs will be discussed on an individual basis with consultation from outside agencies when deemed necessary.

## Sanctions

If a pupil is in breach of this policy.

For example:

- › Will phones be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- › If they are confiscated, parents will be called and they can collect or give permission for their child to collect the phone from the school office at the end of the school day.

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 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 offending material is found, staff would call in parents, the phone would not be given back to the child.

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

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

## Use of mobile phones/wearable technology by parents/carers, volunteers and visitors

Parents/carers, 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
- › Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone/wearable technology use when they sign in at reception.

Parents/carers or volunteers supervising school trips or residential visits must not:

- › Use their phone/wearable technology to make contact with other parents/carers
- › Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers 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 mobile/wearable technology during the school day.

## Loss, theft or damage

Y6 pupils bringing phones to school must ensure that phones/wearable technology are appropriately labelled (by the child's family), turned off and are stored securely in the school office during the 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/wearable technology that are lost, damaged or stolen on school premises or transport, or while pupils are travelling to and from school.

This policy is accessible on our website (or available in a paper format on request from the school office) so that all pupils and parents/carers are aware of the disclaimer above.

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

## 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/carers 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: Acceptable use agreement for pupils in Y6 (younger children are not permitted to bring phones/wearable technology into school).**

### **St Elizabeth's CVA Acceptable use agreement**

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

1. You may not use your mobile phone/wearable technology during lessons.
2. Phones/wearable technology must be switched off (not just put on 'silent').
3. You may not use your mobile phone/wearable technology 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/wearable technology's passwords or access codes with anyone else.
7. Don't use your mobile phone/wearable technology to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via, Email, Text/messaging app or Social media
8. Don't use your phone/wearable technology 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/wearable technology even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone/wearable technology or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone/wearable technology to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone/wearable technology. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones/wearable technology are not permitted in any internal or external exam or test environment. Bringing a phone/wearable technology into the test room can result in your exam being declared invalid.

### **Pupil agreement**

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's acceptable use agreement on the use of mobile phones/wearable technology still applies.

Pupil signature: \_\_\_\_\_

### Appendix 3: Permission form allowing a pupil to bring their phone/wearable technology to school

Use this form is for Y6 pupils to bring their phones/wearable technology to school, if they have an appropriate reason.

It should be signed by parents/carers.

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

I (parent) \_\_\_\_\_ would like to apply to  
allow \_\_\_\_\_ [pupil name] to bring their mobile phone/wearable  
technology to school

because they:

Please tick the appropriate reason(s) here.

- › Travels to and from school alone

Pupils who bring a mobile phone/wearable technology to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	