



Hamer Community Primary School

Mobile Device Policy

Approved by:	V Terry	Date: September 2023
Last reviewed on:	September 2025	
Next review due by:	September 2026	

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1. Introduction and aims

At Hamer Community Primary School, we recognise that mobile devices, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible device use
- Set clear guidelines for the use of mobile devices for pupils, staff, parents 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 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, admin 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.

3.2 Governors

This policy has been ratified by the governors before being implemented and will be part of the review process every 3 years.

4. Use of mobile devices by staff

4.1 Personal mobile devices

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 devices 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 is appropriate for a member of staff to have use of their device 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.

If special arrangements are not deemed necessary, contact must be made via the main office in the case of an emergency.

4.2 Data protection

Staff may use their personal mobile devices to access the school email, Teams and online storage system via the official Microsoft apps (Outlook and OneDrive) only if their device is encrypted – this is done by using any of the inbuilt screen locking options on the device. Any email attachments that have been downloaded for viewing and contain personal data or confidential school information must be deleted from the device's own storage once viewed and/or responded to.

Staff must not use their personal mobile phones 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).

4.3 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. Further guidance can be found in the E-Safety policy and Social Media policy.

Staff must not use their mobile devices 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.

4.4 Using personal mobiles for work purposes

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

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing school emails, online calendars, Teams and online storage
- Sending messages using the school's current communication system (ParentMail)

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their devices to contact parents. If necessary, contact must be made via the school mobile or designated emergency contact at school.

4.5 Work devices

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

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

Staff must:

- Only use device 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.

4.6 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 devices by pupils

At Hamer Community Primary School, we recognise that mobile devices are playing an ever-increasing role in both the lives of adults and children. However, we believe that mobile devices in school will only serve as a distraction and lead to loss of learning time. Therefore, we do not authorise the use of personal mobile devices by pupils at any point during the school day – this includes smartwatches. All means of access to the internet are provided by school via laptops and tablets.

Where mobile phones are used in or out of school to bully or intimidate others, then the headteacher or DSL does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.

5.1 Sanctions

Any pupils who bring a mobile device into school will have their phone confiscated until it can be returned to the child's parents. Although no further action would be required, parents and children would be advised to keep the device at home.

If a pupil conceals a device from staff and it is later found, this will result in a yellow card being given – see behaviour policy. Parents will be informed as they will be handed the device by a member of staff.

Where a pupil conceals a device and attempts to use it (taking photos/videos, sending texts, making calls for example), a red card will be given – see behaviour policy. Parents will be informed on collection of the phone and via a red card letter.

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.

6. Use of mobile devices 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. Reminders of school's expectations of mobile phone use on school site are displayed on mini posters at the signing in desk and around school

This means:

- Not taking pictures or recordings of pupils, unless it is of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with pupils

- Not using devices in corridors during the school day

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

7. Loss, theft or damage

The school accepts no responsibility for mobile 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. There is no expectation that any pupil will bring a mobile device to school.

Confiscated devices will be stored in a locked safe in the school office until a parent/carer comes to collect them – confiscated items will not be returned to pupils.

If a mobile device is found on the premises, it should be handed in to the school office. The school will then attempt to contact the owner.

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 organisation