



Mobile Phone and Wearable Devices Policy

Approved by:	Trustees	Date: 01.02.2025
Rights Respecting Links	Article 36 - Children should be protected from any activities that could harm their development.	
Last reviewed on:	September 2025	
Next review due by:	September 2026	

Rationale:

At Norbreck Primary Academy we accept that mobile technology is part of the ever changing, digital environment in which we live and work. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans/ restrictions. We are however, very aware of the possible dangers of the misuse of technology, specifically mobile phones. This policy therefore aims to provide guidance to staff, pupils and parents. It aims to do this in order that privacy is protected, online safety is preserved and valuable equipment is looked after appropriately.

With the evolution of mobile and wearable technology including messaging, tracking and camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

Policy

For Staff:

For those members of staff who are class based, phones should be switched off or to silent mode and should be kept in a secure place such as classroom storeroom during teaching/ contact time with pupils. Smart Watches and a Fitbit are permitted to be worn by staff but to be used as only a watch around the children.

The school cannot take responsibility for items that are lost or stolen.

Staff use of mobile phones and wearable devices during their working day should be:

- Discreet and appropriate
- In keeping with professional responsibilities and expectations
- In line with the staff Acceptable Use policy and Staff Code of Conduct

Staff should never contact pupils via their own personal mobile phone and should not supply their mobile number to parents of children at the school.

Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils.

If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, permission must be sought from the headteacher.

***The school cannot take responsibility for any loss or damage to mobile phones or devices/wearable tech brought into school.**

For Parents:

We ask that parents do not encourage children to bring mobile phones or wearable devices that can be used to communicate with other devices, take pictures, record or have live tracking to school. However we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment.

It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly.

It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

For Pupils:

Foundation Stage & Year 1-5

Mobile phones or wearable devices that can be used to communicate with other devices, take pictures, record or have live tracking are not to be brought into school by children in Foundation Stage and children in Years 1-5. It is a requirement that all our younger pupils are collected from school by a responsible adult. The need for a child of these ages to make telephone contact will therefore, not arise.

Year 6

In Year 6, only those pupils with permission to walk home unaccompanied, are permitted to bring a phone into school. Again, for those children who are collected, the need to make telephone contact will not arise.

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

- Phones are to be handed in to the class teacher at the beginning of the day
- Phones are to be switched off and not turned on again until children have left the school building at the end of the day
- No use or 'checking' of phones will be allowed during the school day
- Phones will be stored in a store or cupboard by the class teacher. It cannot be guaranteed that these cupboards be locked at all times as members of staff require access to resources / materials/ possessions
- The taking of photographs and video footage using a camera phone is strictly prohibited
- Any children found to have taken photographs/ videos will be asked to delete the photos in the presence of a senior teacher

Misuse:

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- On the first occasion, the phone or wearable device will be confiscated. Parents/ carers will be contacted and will need to be present for the phone/ device to be returned.
- On the second occasion the phone or wearable device will be confiscated by the teacher. Parents/ carers will be notified and will need to be present for the phone/ device to be returned. After the third occasion, the school will withdraw the agreement to allow the child to bring the mobile/ device phone to school.
- Pupils who do not have permission to walk home unaccompanied and are found to have phones/ wearable devices in school, will incur the same confiscation procedures as stated above. Pupils and parents will be reminded that there is no necessity for a phone to be in school in these circumstances and it will be requested that the phone is not brought into school again.

Inappropriate conduct

It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. Hence, children with devices must not engage in personal attacks, harass another person, or post private information about another person using messages, taking/ sending photos, videos or objectionable images, and phone calls.

***These procedures apply for mobile phones and any other mobile or wearable technology such as watches and tablets used for communication with other devices.**

***The school cannot take responsibility for any loss or damage to mobile phones or devices/wearable tech brought into school.**