Mobile Phone & Smart Technology Policy

Abbotswood Junior School

Approved by:	The Governing Body	**Date:** 08/10/2026
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Mobile Phone and Smart Watch Policy

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1. Introduction and Aims

At Abbotswood, we recognise that mobile phones, smart phones and smart watches are an increasingly common part of everyday life for pupils, parents, staff and the wider school community.

This policy aims to:

- Promote safe, responsible and appropriate use of mobile devices
- Set clear expectations for pupils, staff, parents and volunteers
- Support safeguarding, behaviour and data protection policies
- Reduce disruption to learning and ensure a calm, focused environment

This policy also addresses challenges posed by mobile devices in school, including:

- Risks to child protection
- Data protection concerns
- Disruption to lessons
- Risk of theft, loss or damage
- Inappropriate use of technology

2. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers or anyone engaged by the school must alert staff if they witness a breach.

The Headteacher and Governing Body is responsible for monitoring and reviewing the policy every two years.

3. Use of Mobile Phones by Staff

3.1 Personal mobile phones

Staff (including volunteers and contractors) must not make or receive calls or texts while children are present. Personal mobile phone use must be limited to non-contact time and areas where pupils are not present (e.g. staff room).

In exceptional circumstances, staff may need access to their phone during contact time, for example:

- Emergency contact from their child or child's school
- Acutely ill dependents or family members
- Emergency within school

The headteacher will decide on a case-by-case basis. If special arrangements are not approved, staff may use the school office number for emergency contact.

3.2 Data protection

Staff must not use personal phones to process personal data or confidential school information.

3.3 Safeguarding

Staff must not share personal contact details with parents or pupils, including via social media. Staff must not use personal phones to take photographs or recordings of pupils (unless specifically agreed with the Headteacher beforehand in exceptional circumstances). Any necessary images must be taken using school equipment.

3.4 Using personal mobiles for work purposes

In some circumstances, staff may use personal phones for work, including:

- Emergency evacuations
- Off-site trips
- Residential visits

In these cases, staff must:

- Use phones professionally and appropriately
- Not take photos or recordings of pupils (see 3.3)
- Only contact parents directly if using the Linkus app (or contact must go through the school office)

3.5 Sanctions

Failure to follow this policy may result in disciplinary action.

4. Use of Mobile Phones and Smart Watches by Pupils

We recognise the 2026 government guidance: **"All schools should be mobile phone-free environments by default; anything other than this should be by exception only."**

Abbotswood is, therefore, a mobile phone-free and smart watch-free environment for pupils.

4.1 Mobile Phones

Some pupils may bring a mobile phone for travel safety or medical reasons. However, the school strongly prefers that children do not bring mobile phones to school. We encourage children to leave all personal electronic devices safely at home.

Rules for essential use

If a child must bring a mobile phone to school for safety reasons (such as walking to or from school independently), pupils must:

- **Storage:** Phones must be turned off completely before entering the school grounds and stored immediately in the child's assigned locker.
- **School Grounds:** Phones are strictly not allowed to be seen, heard or used anywhere on the school site at any time during the school day.

4.2 Smart Watches

Children are not permitted to wear smart watches to school.

This includes any device capable of:

- Sending or receiving messages
- Making calls
- Accessing the internet
- Taking photographs or recordings
- Tracking location or activity

4.3 Consequences for Misuse

If a mobile phone/smart watch is seen or heard on school property:

- **Confiscation:** The device will be confiscated immediately by a member of staff and handed to the main school office. Note: If we spot a child using their phone on the playground after school, we will not confiscate the phone but will contact parents immediately.
- **Collection:** The phone will not be returned directly to the child. A parent, carer or designated adult must collect the device from the school office in person at the end of the day.

5. Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, visitors and volunteers must follow the same expectations as staff when on the school site.

This means:

- No photos or recordings of pupils unless at a public event or of their own child
- Any photos taken must be for personal use only and not posted online without consent
- No phone use in lessons or when working with pupils

Parents and volunteers supervising trips must not:

- Contact other parents
- Take photos or recordings of pupils

Parents must contact their child via the school office, not via personal mobile devices.

6. Loss, Theft or Damage

Pupils bringing phones to school must ensure they are labelled and stored securely. Staff must also secure personal and work phones.

The school accepts no responsibility for mobile phones or smart watches that are lost, damaged or stolen on school premises, transport or trips.

7. Monitoring and Review

The school will review this policy every two years, considering:

- Feedback from parents, pupils and staff
- Behaviour and safeguarding records
- Updated DfE or local authority guidance