Smart Devices Policy

Downview Primary School

Date published: Sep 2023

Reviewed: Sep 2025

Review Date: Sep 2027

Contents

1. Introduction and aims .....
2. Roles and responsibilities .....
3. Use of phones by staff .....
4. Use of phones by pupils .....
5. Use of phones by parents, volunteers and visitors .....
6. Loss, theft or damage .....
7. Monitoring and review .....
8. Appendix 1: Code of conduct/acceptable use agreement for pupils .....
9. Appendix 2: Permission form allowing a pupil to bring their phone to school

---

1. Introduction and aims

At Downview Primary School we recognise that mobile phones, including smartphones and other smart devices, 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 phone use
- Set clear guidelines for the use of smart 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 smart 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

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 and pupils accountable for its implementation.

3. Use of phones by staff

Personal 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 pupils are present/during contact time. Use of personal 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 is appropriate for a member of staff to have use of their phone 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 phones to process personal data, or any other confidential school information.

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.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal phones for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

4. Use of mobile phones or smartwatch by pupils

The Department for Education (DfE's) mobile phone guidance says that the use of phones is prohibited throughout the school day. The Department for Education (DfE) statutory guidance, states that all schools should be smartphone-free environments by default.

Pupils should not bring phones into school unless there is an exceptional reason and prior agreement has been made with the school. Parents/carers will need to make an appointment with either Mrs Purkis or Mrs Hawkins to discuss reasons. Parents/carers will need to complete a permission form (appendix 2). All permission forms need to be handed to the main office.

Pupils are not allowed to use their phones or smartwatch in school, on school trips, residentials or on the school premises. All phones or smartwatch belonging to pupils must be stored at the main office. Pupils must

give their phone or smartwatch to the main office at the start of each day. Parents will be contacted if a pupil is unable to do this.

Smartphones/smartwatches can be used support pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device).

5. Use of 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 or smartwatches in lessons, or when working with pupils

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

- Use their phone or smartwatch 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 his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones (with prior agreement) to school must ensure that phones are stored securely at the main school office 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. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

7. 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

8. Appendix 1: Code of conduct/acceptable use agreement for pupils

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

1. You may not use your phone or smartwatch on the school site.
2. Phones or smartwatches to be switched off when on the school site.
3. Phones or smartwatches to be stored in a locked box at the main office that is securely stored.
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 do not know, and do not share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. Do not use your 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. Do not use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your phone even when you are not in school.
10. You must comply with a request by a member of staff to switch off and hand in your phone upon arrival at school. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school (EXCEPTIONAL REASON)

Permission form allowing a pupil to bring their phone to school

Pupil details	
Name	
Class	
Parent/carer name	

The school has agreed (HT permission) to allow the pupil named above to bring their smartphone to school because they:

Travel to school by themselves

Are a young Carer (Please circle)

Pupils who bring a smartphone to school must abide by the school's policy on the use of smartphones and its code of conduct/acceptable use agreement.

The school reserves the right to revoke permission if pupils do not abide by the policy.

This agreement will remain in place unless otherwise informed by the parent/guardian or permission has been revoked by the school.

Parent/carer signature: _____ Date: _____