



Capel-le-Ferne Primary School	
Mobile Device Policy	
Date agreed by Governors	17.09.2025
Date of next review	Sept 2027
Further information about policy	Policy will be reviewed every 2 years. Amendment made to policy to cover all devices, not solely mobile phones. This policy is written in relation to DFE guidance: Mobile Phones in schools.
"Learning today for life tomorrow" Our Values: Independence, Creativity, Confidence, Respect	





Contents

1. Introduction, aims and definitions	2
2. Roles and responsibilities	3
3. Use of mobile devices by staff	3
4. Use of mobile devices by pupils	5
5. Use of mobile devices by parents/carers, volunteers and visitors	6
6. Loss, theft or damage	6
7. Monitoring and review	7
8. Appendix 1: Mobile Device Acceptable Use Agreement for pupils	7
9. Appendix 2: Permission form allowing a pupil to bring their device to school	8
10. Appendix 3: Template mobile device information slip for visitors	9

1. Introduction, aims and definitions

At Capel-le-Ferne Primary we recognise that mobile devices, including smart phones, 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 device use
- Set clear guidelines for the use of mobile devices 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 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

Definitions: This policy applies to all mobile phones, including but not limited to smartphones, smartwatches, tablets, and any other wearable or portable electronic devices capable of communication, data storage, or internet access, collectively referred to as "mobile devices."

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.



2. Roles and responsibilities

2.1 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 Head Teacher (Anthony Richards) is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile devices by staff

3.1 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 staffroom).

There may be circumstances in which it's 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
- To track or monitor a specific health requirement on a specialist App (e.g. Epilepsy or diabetes).

The head teacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01303 251853 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile devices 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). Staff must adhere to the AUP Policy.

3.3 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. This is outlined in the school's AUP, Safeguarding and Online Safety policies.



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.

Staff are not permitted to connect their mobile devices to the school's Wi-Fi/ internet, unless this is a necessity to upload a safeguarding concern on to the school's agreed online safeguarding platform or it has been permitted by a senior staff member. – This is outlined in the staff agreement of the school's AUP Policy.

3.4 Using personal devices for work purposes

In extreme/ emergency 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

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/carers. If necessary, contact must be made via the school office

The school provides a school mobile device for staff to take on off-site school trips and residential visits.

3.5 Work phones

Members of staff leading off site school trips are provided with a mobile phone by the school for work purposes. School staff may use their personal phone where this is agreed before with a senior staff member.

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 mobile is appropriate and professional at all times, in line with our staff code of conduct.



3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. Further information in the Code of Conduct Policy and the School Discipline and Conduct Policy.

4. Use of mobile devices by pupils

4.1 Scope of 'mobile devices'

The school considers use of smart watches and any other devices that have technology including messaging, picture/video taking/recording of any kind, allowing access to the internet, location tracking or phone calling to fall into the scope of mobile devices. This policy applies anytime that a child is in the care of the school, including a school trip or local area outing.

4.2 Use of mobile devices in school

Where deemed necessary by home and school, pupils are permitted to bring a mobile device to school but these must be switched off at all times on school premises. Children must take the device to the school office first thing when arriving and before moving further on to the school site past the school office.

Pupils are allowed to bring a device to school for the following circumstances.

- Travelling to school by themselves or on public transport
- Living at more than one address.
- Young carers who need to be contactable

Mobile devices must not be used at all while on the school site. Once collected in by the school office, phones will be labelled appropriately then stored in a secure location.

4.3 Mobile devices

School strongly encourages that children permitted to have a mobile phone use a traditional, non-smart phone device (sometimes called a traditional/brick phone). These devices are characterised by their relatively low monetary value, alongside their basic appearance and functionality. Suggested models under this policy would include the Nokia 105 or 110, as well as the IMO Dash.

4.4 Sanctions

If a pupil is in breach of this policy the following sanctions will apply:

- Where staff believe a mobile device has not been handed to the office –with the permission of the Head Teacher/SLT a bag search will be conducted and any devices found will be taken to the school office where parents will be contacted.
- Parents/ careers will be asked to collect the mobile device.
- In consultation with the parents, the Head teacher will decide if the pupil/s will continue to be allowed to bring a mobile device on to the school site.



5. Use of mobile devices 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 without consent
- Not using devices in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be verbally informed of the rules for mobile devices use when they sign in at reception or attend a public event at school.

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

- Use their phone 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 or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

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 his/her personal device during the school day.

6. Loss, theft or damage

Pupils bringing devices to school must ensure that devices are handed directly to the school office at the beginning of the day. The school office will ensure devices are switched off (where possible) and appropriately labelled. They will then be stored securely, until the end of the school day when they can be collected ready for the children to take home.

Pupils must secure their devices 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 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.

Parents/carers will be made aware of the disclaimer above by:

- Include disclaimers in your permission forms for bringing a device to school
- Include a disclaimer in your home-school agreement



- Provide a copy of your policy and disclaimer to new pupils and parents/carers

Lost devices should be returned to the school office. The school will then attempt to contact the owner.

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/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

8. Appendix 1:

Mobile Device Acceptable Use Agreement

You must obey the following rules if you are given permission to bring your mobile device to school:

1. You may not use your mobile device anywhere on the school site. It must be handed directly to the school office before entering further on to the school site.
2. Devices must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your device's passwords or access codes with anyone else.
6. Don't use your mobile device 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
7. Don't use your device to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment, and intimidation apply to how you use your mobile device even when you aren't in school.
9. Don't use your device to view or share any harmful content.



10. You must comply with a request by a member of staff to switch off, or hand over, a device. 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 device to school

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

The school has agreed to allow _____ to bring their mobile device to school because they:

- Travel to and from school alone
- Are a young carer
- Stay between more than one household.
- Require it for medical purposes

Pupils who bring a mobile device to school must abide by the school’s policy on the use of mobile devices, and its Mobile Devices Acceptable Use Agreement.

Parents accept and are aware that 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.

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date	



10. Appendix 3: Template mobile device information slip for visitors

Use of mobile devices in our school (The following applies unless otherwise agreed by management)

- Please keep your mobile device on silent/vibrate while on the school grounds
- Please do not use devices where pupils are present. If you must use your device, you may go to the area outside the school office, or ask if there is a suitable room/space available.
- Do not take photos or recordings of pupils, or staff
- Do not use your device in lessons, or when working with pupils

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the school office.

Use of mobile devices in our school

- Please keep your mobile device on silent/vibrate while on the school grounds
- Please do not use devices where pupils are present. If you must use your device, you may go to the area outside the school office, or ask if there is a suitable room/space available.
- Do not take photos or recordings of pupils, or staff
- Do not use your device in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the school office.

Use of mobile devices in our school

- Please keep your mobile device on silent/vibrate while on the school grounds
- Please do not use devices where pupils are present. If you must use your device, you may go to the area outside the school office, or ask if there is a suitable room/space available.
- Do not take photos or recordings of pupils, or staff
- Do not use your device in lessons, or when working with pupils

The school accepts no responsibility for devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the school office.