

# Mobile Phone and Smart Watch Policy



## Winslow CE School

<b>Approved by:</b>	Governors	<b>Date:</b> June 2024
<b>Last Reviewed on :</b>	June 2025	
<b>Next Review due by:</b>	June 2026	

## **Aim**

Winslow CE School is committed to safeguarding and promoting the welfare of children, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone and Smart Watch Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones and Smart Watches that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying.

## **Responsibility**

This policy applies to all individuals who have access to personal phones/watches on site and during off-site visits including residential trips and sporting fixtures. This includes Winslow CE School staff, governors, children, parents/carers, visitors, volunteers and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection Policy
- Anti-Bullying Policy
- Acceptable use Policy
- E-safety Policy
- Whistleblowing Policy
- Staff Code of Conduct
- Mobile Phone and Agreement Policy for Pupils

Our aim is therefore that all individuals:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
- are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

## **Personal Mobiles - Staff**

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in their bag or classroom cupboard) during class time.
- Mobile phones can be used during break and lunchtimes but should not be used in a space where children are present
- Use of personal phones (inc receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone using a secure pin code
- Staff are not at any time permitted to take photographs or use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs must only be captured using school equipment such as cameras and I-pads
- Staff must report any usage of mobile devices that causes them concern to the Headteacher (this includes staff, volunteers, parents/carers and visitors to site)
- A staff professional Winslow CE School WhatsApp group has been created to share information regarding school snow closures, sickness, cancelled events, share resources etc as a quick way to give information to all staff who may not have their school email account linked to their mobile phone.
- Staff who are no longer employed at Winslow will be removed by the WhatsApp administrator.

## **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication on offsite activities therefore a mobile phone should be taken on all trips.

However staff should ensure that:

- Mobile phone use on these occasions is appropriate and professional
- The school office should be contacted in an emergency
- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office. (unless where parents/volunteers are accompanying trips they should not use their mobile phone in the presence of children
- Parents/carers and volunteers are informed not to make contact with other parents (via calls, text, email or social networking) during the trip
- Parents/carers and volunteers should not use their phone to take photographs of children.

## **Personal Mobiles - Pupils**

We also recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore we have a Mobile Phone Policy and Agreement for Pupils (see Appendix):

- Pupils are allowed to bring mobile phones into school if they are walking to or from school unaccompanied (years 5/6)
- The phone must be handed in to the class teacher and must be switched off
- Pupils must not take photographs or videos of people without asking and never take them on the way into or out of school.
- The phone is left at the owner's own risk and school is not responsible for loss or damage
- Phones must not be taken on school trips/visits
- 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.'

## **Smart Watches**

- Children are not permitted to wear Smart Watches with camera facilities and/or independent access to the internet to school.
- Smart Watches without independent connectivity and cameras may be worn by children providing they are being used as normal watches and for no other function beyond telling the time.
- Any Smart Watches found to be used inappropriately will be confiscated and parents required to collect these in person.
- Under no circumstances should a Smart Watch be used by children to record still or video images, or to record audio whilst on the school premises.
- Staff are able to wear Smart Watches to school and they may be visible on a member of staff wrist, but they must be on silent mode and not used during contact time with children.
- Under no circumstances should a Smart Watch be used by teachers to record still or video images, or to record audio of the children

## **Volunteers, Visitors, Governors and Contractors**

All Volunteers, Visitors, Governors and Contractors are expected to follow our Mobile Phone and Smart Watch Policy as it relates to staff whilst on the premises. Reminders of school's expectations on school site are displayed on mini posters at the signing in desk and around school (they are on outside doors for parents/carers to see).

## **Parents/carers**

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents/carers usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. Reminders are regularly shared on the school newsletter/ at school events.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

**Staff will challenge other members of staff/governors/volunteers/visitors/parents/contractors who use their mobile phone whilst children are present. This will then be reported to senior staff.**

### **Dissemination**

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school website.



## **School Mobile Phone Contract**

Winslow Church of England School recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied or they are being collected by a different carer. However, we believe that pupil use of a mobile phone during the school day can be disruptive and this agreement outlines how pupil phones will be managed within our school.

### **Our Pupil Mobile Phone and Smart Watch Rules**

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off before handing in to the class teacher. They must not be used whilst on the school site.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.
- Children are not permitted to wear Smart Watches with camera facilities and/or independent access to the internet to school. Smart Watches without independent connectivity and cameras may be worn by children providing they are being used as normal watches and for no other function beyond telling the time.

Parents may want to look at the advice on [www.internetmatters.org](http://www.internetmatters.org) which explains how to add some parental controls to the phone and gives advice on how to keep children safe. Please sign and return the agreement attached.

Yours sincerely

Mrs S Dimbleby  
Headteacher



## **Winslow Church of England School**

### **Mobile Phone Agreement** **Our Pupil Mobile Phone and Smart Watch Rules**

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- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off when on the school grounds. They must be handed in to the class teacher at the start of each day.
- The school cannot accept responsibility for damage or loss of a mobile phone.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.
- My Smart Watch does not have camera facilities and/or independent internet access.

Name of Child \_\_\_\_\_

Reason for needing a mobile phone in school

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**Parent/Carer:** I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

**Parent/Carer signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pupil:** I will follow the school Mobile Phone and Smart Watch rules.

**Pupil signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If you have any concerns regarding online safety or use of mobile devices, in the first instance please contact your child's class teacher.