

**Stanton St Quintin Primary
School**



Motivate, Educate and Nurture

**Langley Fitzurse C of E Primary
School**



Amaze, Excite and Inspire

**Let us help each other to love others and
do good. Hebrews 10:24**

Stanton St Quintin Primary School

Langley Fitzurse C of E School

Mobile Phone and Smart Technology Policy

Date of Approval: October 2026

Review date: October 2028

Responsible Lead: Executive Headteacher

Governor Responsible: Safeguarding Governor

1. Policy Statement

The LFSSQ Federation recognises the benefits that mobile phones and smart technology can bring. However, we also recognise that misuse can present safeguarding, wellbeing, privacy and distraction risks.

The Federation is committed to creating a safe, positive and focused learning environment in which pupils can learn free from unnecessary distraction and online harm. This policy supports our safeguarding responsibilities and should be read alongside the Federation's Safeguarding and Child Protection Policy, Behaviour Policy, Staff Behaviour Policy, Online Safety Policy and Data Protection procedures.

2. Scope

This policy applies to:

- All pupils
- All staff
- Governors
- Volunteers
- Visitors
- Contractors
- Parents and carers when on school premises

For the purpose of this policy, "mobile phones" includes smartphones, smartwatches, tablets, and any device capable of communication, photography, recording, internet access or AI-enabled functions.

3. Principles

The Federation will:

- Prioritise safeguarding and pupil welfare.
- Promote responsible use of technology.
- Protect the privacy of pupils, staff and families.
- Ensure compliance with GDPR and data protection requirements.
- Minimise disruption to learning.

4. Pupils

4.1 Bringing Mobile Phones to School

Pupils are discouraged from bringing mobile phones to school unless there is a genuine need relating to travel arrangements, pupil safety or family circumstances.

Parents should discuss any requirement with the Head of School.

4.2 Use During the School Day

The Federation operates a **mobile phone-free environment during the school day**.

Pupils must not access or use mobile phones:

- During lessons
- During breaktimes
- During lunchtimes
- During clubs
- During educational visits unless specifically authorised by staff

4.3 Storage

Where a pupil brings a phone to school:

- It must be switched off before entering school grounds.
- It must be handed to the school office or stored in the agreed secure location.
- It may be collected at the end of the school day.

The Federation cannot accept responsibility for phones not stored in accordance with this policy.

5. Smart Watches

Simple watches may be worn.

Smart watches capable of:

- Messaging
- Photography
- Audio recording
- Internet access
- Calling functions

must be placed in "school mode" where available or removed and stored in the same way as mobile phones.

Staff reserve the right to require removal where a device presents a safeguarding concern.

6. Photography and Recording

Pupils must not:

- Photograph staff or pupils without permission.
- Record conversations.
- Make audio recordings.
- Share images taken within school.

Any such activity will be treated as a safeguarding and behaviour matter.

7. Online Safety

Pupils must not use mobile technology to:

- Bully or intimidate others.
- Send offensive messages.
- Access inappropriate content.
- Share personal information.
- Create, distribute or possess inappropriate images.
- Use AI applications in a way that harms, humiliates or impersonates others.

Incidents will be managed in line with safeguarding procedures and may be referred to external agencies where appropriate.

8. Staff

8.1 Personal Mobile Phones

Staff may bring personal mobile phones onto site.

Personal mobile phones:

- Must be kept on silent mode during teaching time.
- Must only be used in designated staff areas or during authorised breaks.
- Must not be used while supervising pupils except in an emergency.

This reflects the expectations outlined within the Federation Staff Behaviour Policy.

8.2 Communication

Staff must use approved school systems when communicating with parents and pupils.

Staff must not:

- Share personal mobile numbers with pupils.

- Engage with pupils through personal social media accounts.
- Use personal messaging applications for pupil communication.

9. Use of Cameras and Recording Devices

Only approved school devices may be used to:

- Take photographs of pupils.
- Record learning activities.
- Create school publicity material.

Personal devices must never be used to photograph or record pupils.

Images must be stored securely and processed in accordance with data protection requirements.

These expectations align with the Federation Staff Behaviour Policy.

10. Visitors and Volunteers

Visitors and volunteers:

- Must keep phones on silent while in school.
- Must not photograph or record pupils.
- May only use phones with staff permission where necessary.

Visitors may be asked to store phones securely during visits.

11. Educational Visits

Specific arrangements for phones will be determined through visit risk assessments.

Staff may permit pupil phones on residential visits where educational or pastoral benefits outweigh risks.

Clear expectations will be communicated to pupils and parents before departure.

12. Breaches of This Policy

Where a pupil breaches this policy, staff may:

- Remind the pupil of expectations.
- Confiscate the device in line with Behaviour Policy procedures.
- Require collection by a parent or carer.
- Apply behaviour sanctions where appropriate.

Repeated incidents may result in individual arrangements being put in place.

Serious incidents involving safeguarding concerns will be referred immediately to the Designated Safeguarding Lead.

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- National guidance changes.
- Safeguarding requirements change.
- Emerging technologies create new risks.