



ST.MARY'S RC
PRIMARY SCHOOL

WE PRAY, PLAY & RESPECT ALL

MOBILE PHONES, SMART DEVICES AND CAMERAS POLICY

Purpose

This policy ensures the safe and appropriate use of mobile phones, smart devices and cameras by staff, pupils, parents, visitors and volunteers, in line with safeguarding requirements. Camera-enabled and connected devices present risks including bullying, harassment and inappropriate image sharing.

The school is a mobile phone-free environment for pupils throughout the school day, in line with current statutory guidance. Pupils will not have access to mobile phones or other personal smart communication devices during lessons, breaktimes, lunchtimes or other parts of the school day, except where an individual exception or reasonable adjustment has been agreed.

Staff Use

- Phones must be switched off or on silent and stored away from pupils during lessons.
- Personal use should take place only outside lesson times and away from pupils.
- Staff should not use personal phones for personal reasons in front of pupils during the school day.
- No contact with pupils or parents using personal devices, except where specifically authorised by the Headteacher for a legitimate school purpose.
- Personal numbers should not be shared with pupils or parents.
- Personal devices must not be used to photograph, video or audio-record pupils.
- School systems and approved school devices should be used for school communication and educational purposes.
- Any safeguarding concern arising from mobile phone, smart-device or camera use must be reported to the Designated Safeguarding Lead (DSL).

Visitors, Parents, Volunteers and Work Experience

School/college work-experience students must hand personal phones in to the school office on arrival and collect them on departure. They may use them in the staff room during breaks or lunchtimes, not at any other time and not around pupils.

- Phones must be switched off or on silent when working with pupils.
- Personal devices should only be used in designated areas and not around pupils.
- Visitors, volunteers and parents must not take photographs or videos of pupils or staff without school permission.
- At public school events, parents may photograph or record their own child where the school has indicated that this is permitted. Images or recordings containing other children should not be shared publicly or on social media without appropriate permission.
- On school trips and visits, staff should use school-approved devices for photographs, videos and school communication.

School Devices and Cameras

- School iPads and other approved devices may be used for educational and school purposes.
- Images and recordings must be handled, stored and shared in accordance with the school's data protection and safeguarding procedures.
- Images should be retained only for as long as required for their intended school purpose and deleted securely when no longer needed.
- School devices must be used in accordance with the school's acceptable-use and online-safety arrangements.

Pupil Use

- Pupils must not use or have access to mobile phones, smartwatches or other personal smart communication devices during the school day.
- Year 6 pupils, and Year 5 pupils where agreed by the Headteacher, may bring a mobile phone to school where this is needed for their journey to or from school. Parental consent is required and the school's phone agreement/contract must be signed by the pupil and parent.
- Any permitted phone must be clearly labelled, switched off and handed in at the start of the school day. It will be returned at the end of the day.
- The school is not responsible for loss or damage to personal devices brought onto the premises.
- Individual exceptions or reasonable adjustments may be agreed where necessary, including for medical needs, disability, SEND, safeguarding or other exceptional circumstances. Any agreed use will be limited to the purpose, time and location specified by the school.

Misuse and Sanctions

- Unauthorised use may result in the device being confiscated and held securely by the school, with collection arrangements determined in line with the school's Behaviour Policy.
- Serious or repeated misuse may result in further action under the school's Behaviour Policy and the privilege of bringing a device to school being withdrawn.
- Misuse involving bullying, harassment, inappropriate or sexual imagery/content, or any other safeguarding concern will be dealt with under the school's safeguarding and behaviour procedures.
- Where misuse involves images, video, audio or other content which may raise a safeguarding concern, staff must not routinely delete the material. The matter must be referred to the DSL and handled in accordance with safeguarding procedures and current statutory guidance.

Communication

- Pupils should not use personal phones to communicate during the school day.
- Parents and carers should contact pupils through the school office where communication is required during the school day.

- The school will communicate its mobile-phone expectations to pupils, parents, staff and visitors and will remind pupils of the expectations and consequences of misuse as appropriate.

Key Principles

- Safeguarding and the welfare of pupils are paramount.
- The school will be mobile phone-free for pupils throughout the school day by default.
- Any exceptions will be considered individually and will reflect the school's legal duties, including reasonable adjustments and support for medical conditions.
- Staff will model responsible use of mobile phones and smart technology.
- Breaches will be addressed promptly and consistently.

Links with Other Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety / Acceptable Use Policy
- Data Protection Policy
- Supporting Pupils with Medical Conditions Policy

Monitoring and Review

This policy will be reviewed every three years, or earlier where there are changes to legislation, statutory guidance or school practice. The next scheduled review is September 2029.

Revised and adopted by the Governing Body

Date: September 2026

Review Date: September 2029