

Aspire Federation

Mobile Phones, Smart Technology and Personal Devices Policy



'Let your light shine!'

Reviewed and updated: September 2026

Ratified by Governors: 16.9.26

Next review: September 2027 (or sooner following updates to statutory guidance)

Signed:

Signed:

Name: Laura Martin

Name: Tom Deignan

(Executive Headteacher)

(Chair of Governors)

Date...22.9.26

Date...22.9.26

1. Statement of Intent

The Aspire Federation is committed to creating a safe, secure and focused learning environment in which children can thrive.

Mobile phones, smart watches and other personal smart technologies can provide benefits in certain circumstances; however, they can also present safeguarding, privacy, data protection and distraction risks if not managed appropriately.

This policy sets out the expectations for pupils, staff, governors, volunteers, contractors and visitors regarding the use of:

- Mobile phones
- Smartphones
- Smart watches
- Tablets and personal digital devices
- Devices capable of photography, video recording, internet access, messaging or receiving notifications
- Emerging wearable technologies

The Federation's primary responsibility is to safeguard children and promote their welfare. All use of mobile and smart technology must support this responsibility.

This policy applies at all times when children are under the care, supervision or responsibility of the Aspire Federation, including on school premises, educational visits, sporting fixtures, residential visits and activities beyond the school site.

2. Legal and Statutory Framework

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Data Protection Act 2018
- UK GDPR
- Online Safety Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct

- Acceptable Use Agreements
- Low-Level Concerns Policy
- Allegations Against Staff Procedures
- Emergency Mobile Phone Policy
- AI Policy

3. Key Principles

The Aspire Federation will ensure that:

- Children are protected from harm, abuse and exploitation.
- Personal devices do not interfere with learning.
- Personal data is protected.
- Images of children are only taken and stored using approved school systems.
- Staff maintain professional boundaries.
- Visitors understand their safeguarding responsibilities.
- Equalities legislation and reasonable adjustments are considered where necessary.

4. Definitions

For the purpose of this policy:

Mobile phones include any device capable of making calls, sending messages, accessing the internet or taking photographs.

Smart technology includes:

- Smart watches
- Fitness watches capable of communication
- Tablets
- Wearable technology
- AI-enabled devices
- Devices capable of receiving notifications

5. Expectations for Pupils

- **General Principle**

Pupils should not normally need a mobile phone in school.

Parents and carers who need to communicate with their child during the school day should do so via the school office.

- **Exceptional Circumstances**

Where a mobile phone is deemed necessary, for example:

- A Year 6 pupil walking home independently
- Pupils moving between separated parents or carers
- Safeguarding arrangements agreed with parents and the school

the following arrangements must apply:

1. The device must be switched off before entering the school site.
2. The device must not be used within school grounds.
3. The device must be handed to the school office immediately upon arrival.
4. The device must be securely stored by the school during the day.
5. The device must be collected from the office at the end of the school day.

Pupils must not take mobile phones into classrooms, playgrounds or learning areas.

- **Smart Watches**

Pupils should not routinely wear smart watches in school.

Where a smart watch is permitted:

- It must be set to "School Mode" or equivalent.
- Notifications, messaging, internet access and calling functions must be disabled.
- The device must not receive communications during the school day.
- The device must not be used to photograph, record or communicate with others.

If a device cannot operate in an appropriate restricted mode, it should not be worn in school.

- Smart watches are not permitted to be worn during statutory assessments.

Prohibited Use by Pupils

Pupils must never:

- Photograph or film another child or adult.
- Record conversations.
- Access social media.
- Access the internet without permission.
- Send messages during the school day.
- Share images of pupils, staff or visitors.
- Use AI or communication features to bypass school systems.

Any breach may result in confiscation and parental involvement.

6. Off-Site Visits, Educational Visits and Residential Visits

The requirements of this policy apply equally during:

- Educational visits
- Sporting fixtures
- Local walks
- Forest School activities
- Visits to external venues
- Residential visits
- Any activity where pupils are under the supervision of Aspire Federation staff

Pupils

The same expectations regarding mobile phones, smart watches and personal devices remain in place during off-site activities and residential visits.

Where pupils are permitted to bring a mobile phone for travel to and from a residential or educational visit, arrangements for the collection, storage and use of devices will be determined by the Visit Leader and communicated to parents prior to the visit.

Mobile phones may be temporarily held by staff during visits or residentials where this is necessary to:

- Safeguard pupils.
- Promote participation and wellbeing.
- Prevent inappropriate use of technology.
- Reduce risks associated with photography, social media or online communication.

Pupils must not use mobile phones or smart devices to photograph, film or record other pupils, staff members, members of the public or accommodation providers.

Staff

Staff must continue to follow all professional conduct, safeguarding and data protection requirements whilst off-site.

Personal devices must not be used to take photographs or videos of pupils. Only authorised school devices may be used for this purpose in accordance with school procedures.

Staff must maintain appropriate professional boundaries at all times and must not use personal messaging applications or social media platforms to communicate with pupils.

Visitors and Volunteers

Volunteers, accompanying adults and visitors attending educational visits or residentials must comply with this policy and any additional instructions provided by the Visit Leader.

Emergency Communication

Where communication is necessary during educational visits or residentials, this should normally be undertaken using authorised school devices and approved communication arrangements. The Aspire Federation Emergency Mobile Phone Policy may be implemented where appropriate.

7. Expectations for Staff

Staff have a professional duty to maintain appropriate boundaries and protect children from harm.

- **During the School Day**

Personal mobile phones must:

- Be switched to silent.
- Be stored securely in staff lockers, offices or designated staff-only areas.
- Remain out of sight and inaccessible to pupils.

Mobile phones must not be carried on staff members whilst teaching, supervising pupils or undertaking school duties unless authorised by the Executive Headteacher.

- **Use During Breaks**

Staff may use personal mobile phones:

- In designated staff-only areas.
- During personal break times.
- Away from children and public-facing school activities.

- **Photographs and Videos**

Staff must never:

- Take photographs of pupils using personal devices.
- Record videos of pupils using personal devices.
- Store pupil information on personal devices.
- Use personal messaging services to communicate with pupils.

All photographs must be taken using authorised school equipment and stored in approved school systems.

- **Communication with Parents**

Communication with parents and carers must take place through approved school communication channels.

Personal mobile numbers must not be routinely shared with parents.

- **Smart Watches**

Staff smart watches should operate in a manner that does not distract from supervision or teaching responsibilities.

Where possible:

- Notifications should be disabled during teaching and supervision.
- Staff should not be visibly checking messages whilst responsible for pupils.

- Devices must not be used to photograph or record pupils.

8. Reasonable Adjustments

The Federation recognises that some individuals may require smart technology for medical or accessibility reasons.

Examples may include:

- Continuous glucose monitoring systems
- Insulin pump monitoring
- Hearing support technology
- Medical alert systems
- Other disabilities or health conditions

In such circumstances:

- A risk assessment will be completed.
- Adjustments will be agreed with the Executive Headteacher.
- Use will be limited to the agreed purpose.
- Safeguarding requirements will remain in place.

No individual will be disadvantaged because of a protected characteristic, medical condition or disability.

9. Visitors, Volunteers and Contractors

All visitors share responsibility for safeguarding children.

Visitors must:

- Keep mobile phones and smart devices securely stored.
- Ensure devices remain out of sight whenever possible.
- Avoid use of mobile devices in the vicinity of children.
- Follow instructions from school staff at all times.

Visitors must never:

- Photograph children.
- Record children.

- Share images taken on site.
- Conduct video calls in areas where children are present.

Visitors authorised to take photographs for official purposes must use approved school procedures and equipment.

10. Governors

Governors attending school during the school day must comply with the same expectations as visitors and staff.

Mobile devices should only be used where necessary for governance purposes and away from children wherever possible.

11. Safeguarding Concerns

Any misuse of mobile phones or smart technologies which:

- Places a child at risk,
- Creates a professional boundary concern,
- Involves unauthorised photography,
- Involves social media misuse,
- Involves online abuse,
- Involves sharing of personal information,

will be treated as a safeguarding matter and managed in accordance with:

- Child Protection procedures
- Staff Code of Conduct
- Low-Level Concerns procedures
- Allegations procedures where appropriate

12. Data Protection

Personal devices must not be used to:

- Store pupil records.
- Store safeguarding information.

- Photograph confidential documents.
- Transfer sensitive personal data without authorisation.

All staff must comply with UK GDPR and Federation data protection procedures.

13. Monitoring and Compliance

The Executive Headteacher, Heads of School and Designated Safeguarding Leads will monitor compliance with this policy.

Failure to comply may result in:

Pupils

- Confiscation of the device
- Parent/carers notification
- Loss of permission to bring a device to school

Staff

- Management action
- Disciplinary procedures where appropriate
- Referral under safeguarding procedures where relevant

Visitors

- Removal of permission to remain on site
- Referral to relevant agencies where safeguarding concerns arise

14. Review

This policy will be reviewed annually and following:

- Changes to safeguarding legislation or guidance.
- Updates to KCSIE.
- Significant safeguarding incidents.
- Emerging technologies presenting new risks to children.

Our guiding principle is simple: children should be fully present, safe and able to learn, while adults model responsible and professional use of technology.