



Sheldwich Primary School
Little Hedgehogs Pre-School

Mobile Phone and Wearable Technology Policy

Policy reviewed by	Staff and SLT
This policy was approved by the Board of Trustees on	
Next review date	September 2027

Signed ----- Chair of Trustees

Signed ----- Headteacher



SHELDWICH PRIMARY SCHOOL

MOBILE PHONE and WEARABLE TECHNOLOGY POLICY

AIMS AND PURPOSES

Mobile phones and wearable technology has advanced significantly over the last few years – and it continues to evolve. The aim of the Mobile Phone and Wearable Technology Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. This policy applies to all individuals who have access to personal mobile phones and wearable technology on site and on school related business and trips. This includes staff, volunteers, governors, pupils, parents, carers and visitors.

Parents should discourage pupils from bringing mobile phones to school on the grounds that they are valuable and may be lost or stolen. However, we recognise that in Years 5 and 6 mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

POLICY STATEMENT

It is recognised that it is the enhanced functions of many mobile phones and wearable technology that cause the most concern, and which are most susceptible to misuse. It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence, there is a duty to protect the needs and vulnerabilities of all. The use of all mobile phones and wearable technology is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Staff and Governors

Staff and governors should have phones off or on silent when in the vicinity of pupils. Staff are not permitted to use mobile phones or wearable technology during teaching time, in assemblies, on playground duty or while supervising children – with the exception of class trips, sporting events and small group out of school visits, where their use is permitted to facilitate the health and safety of the members of the party. If photographs of pupils are required for display or curriculum evidence these may only be taken on a designated school camera; this would also apply to those attending sports events, etc.

Staff wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call – for example if a class is outside at break time and the classroom empty, this would be acceptable.

The above applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers). Staff and all other adults either in school, on the school grounds e.g. the playground, or accompanying children on school trips should not use their mobile phone cameras to take pictures of pupils.

Staff and governors should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephone in the office. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

Parents and Carers

Parents and Carers who are in school should have phones off or on silent when in the vicinity of pupils. The school requests that they do not use mobile phones or wearable technology whilst they are with pupils. Parents and carers wishing to use their mobile telephones or check for messages during the school day should do so during a break period and take into consideration the location of where they are making the call.

Mobile phones should not be used to take photographs of children or staff unless it is at a public event, such as, Sports day, productions or the Summer Fair and only of their own children and for their personal viewing.

Parents and carers are reminded to not add photos of a group of pupils onto any social media sites.

Pupils

The school recognises that pupils in Years 5 and 6 may bring a mobile phone to school in order to secure their personal safety before and after school and on journeys to and from school. However, pupils are not permitted to bring in wearable technology which is linked to their mobile phone or the internet.

Where a pupil does bring a mobile phone to school, the phone must remain switched off during the school day and may not be used for any purpose on school premises or during off-site school activities. The phone should be given to the class teacher upon arrival at school and can be collected at the end of the school day. Under no circumstances should there be access to phones during the school day, phones be left in pupils' bags/coats or must pupils take photos in or around the school grounds of other pupils, staff or visitors.

CONCLUSION

Staff, volunteers, governors, pupils, parents, carers and visitors are advised that Sheldwich Primary School accepts no liability for the loss or damage to mobile phones or wearable technology which are brought into school or on to the school grounds.

The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

SLT – September 2026
To be reviewed – September 2027