ICKNIELD PRIMARY SCHOOL

MOBILE DEVICE ACCEPTABLE USE POLICY

This policy supports the school's statutory duties relating to safeguarding, behaviour, online safety, equality and data protection. It has been developed with reference to the Department for Education's statutory guidance Mobile Phones in Schools (2026). It should be read alongside the Behaviour Policy, Safeguarding Policy, Online Safety Policy and Data Protection Policy.

August 2026

Policy Background

Author	Carla Islip
Original Date	February 2026
Revised	
Version	One
Reviewed	Yearly
Date of Next Review	August 2027
Approval by	Governors
Published	Staff Induction Pack School Website

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Purpose

Icknield Primary School is a mobile phone-free environment for pupils. The school prohibits pupil access to mobile phones and smart communication devices throughout the school day in order to promote safeguarding, wellbeing, concentration and positive social interaction.

2. Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce.

Our aim is to:

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and acceptable use
- Ensure that concerns are reported promptly to the Designated Safeguarding Officer or a member of SLT

3. Definitions

For the purposes of this policy, "mobile devices" include:

- Mobile phones
- Smartphones
- Smartwatches
- Tablets
- Internet-enabled wearables
- Devices capable of:
  - making calls
  - sending messages
  - receiving notifications
  - taking photographs
  - recording audio
  - recording video
  - accessing the internet

For the purposes of this policy, mobile devices include mobile phones, smartphones, smart watches, tablets and any internet-enabled device capable of communication, photography, video recording, audio recording or access to online content.

4. Related policies

- Safeguarding Children and Child Protection Policy
- Staff Code of Conduct
- Educational Visits Policy
- Online Safety Policy
- Internet Acceptable Use Policy
- Social Media Policy

5. Pupils:

- Pupils are not permitted to have mobile phones or other devices at school or on trips

Mobile phones brought to school without permission will be confiscated and must be collected by the parent. No other devices may be brought to school by pupils and if they are found to be in school, they will be confiscated.

6. Breaches of the Policy:

Where a pupil breaches this policy, the school may:

- Confiscate the device.
- Require collection by a parent or carer.
- Record the incident on the school's behaviour system.
- Apply behaviour sanctions in accordance with the Behaviour Policy.
- Refer serious incidents to safeguarding staff.

Serious breaches include:

- Photography of pupils or staff.
- Audio or video recording.
- Cyberbullying.
- Sharing inappropriate material.
- Use of social media during the school day.

7. Searching and Confiscation

Where there are reasonable grounds to suspect a pupil possesses a mobile phone or prohibited smart device contrary to school rules, authorised staff may search for and confiscate the device in accordance with the school's Behaviour Policy and statutory DfE guidance on Searching, Screening and Confiscation

8. Reasonable Adjustments

The school recognises that some pupils may require access to a mobile device or connected technology to support a medical condition, disability, SEND provision or safeguarding need.

Any such requirement will be considered on an individual basis by the Headteacher in consultation with parents/carers and relevant professionals. Agreed arrangements will be documented and reviewed regularly.

Where access to a device is approved, its use will be limited to the agreed purpose and will be managed in a way that supports safeguarding and the school's behaviour expectations.

9. Staff:

All staff are expected to use mobile phones, smart watches and other personal devices responsibly and professionally. Staff should act as role models for pupils and ensure that their use of personal devices supports the school's safeguarding responsibilities, professional standards and learning environment.

Staff should not use personal mobile phones for personal reasons in the presence of pupils during the school day.

Mobile phones, smart watches and other personal communication devices must be set to silent mode during teaching time and when supervising pupils.

Personal devices should be stored securely when not in use and should not distract from teaching, supervision or other professional responsibilities.

Staff may use personal mobile devices for authorised school purposes where necessary, including safeguarding systems, multi-factor authentication, educational visits, emergency communication and other approved operational functions.

Staff must not make or receive personal calls, send personal messages or access social media while teaching or supervising pupils.

Personal mobile devices should only be used for personal reasons in staff-only areas when pupils are not present.

If a private or urgent personal call is required during the school day, staff should, wherever possible, take the call in a staff-only area away from pupils.

Staff with reasonable adjustments, approved risk assessments or specific safeguarding responsibilities may keep their mobile phone accessible, subject to approval by the Headteacher and any associated risk assessment.

School landline telephones should be used in the first instance where appropriate and available.

Staff must not use personal devices to take photographs, videos or audio recordings of pupils.

School photographs, videos and recordings must only be taken using authorised school devices and in accordance with the school's safeguarding and data protection procedures.

Staff must not store pupil personal data on personal devices unless specifically authorised and managed in accordance with the school's Data Protection Policy and UK GDPR requirements.

Staff must not share their personal telephone number or personal contact details with pupils. Contact with parents/carers should take place through approved school communication systems unless specifically authorised by the Headteacher.

Any loss, theft or suspected breach involving a device used for school business must be reported immediately to the Headteacher.

Staff using memory sticks, portable drives or other removable media for school purposes must comply with the school's Data Protection Policy and Information Security procedures.

Staff may wear smart watches; however, these must not be used to make calls, send messages, take photographs, make recordings or undertake activities that would be inconsistent with this policy whilst supervising pupils.

All devices used to access, process or store school information must comply with the school's Data Protection, Information Security and Acceptable Use requirements.

10. Parents and Carers:

All parents/carers are expected to follow our Mobile Device Acceptable Use Policy.

- We require parents and carers not to answer or make phone calls, or film or take photographs, using mobile phones, smart watches or any other mobile device. whilst on school premises unless permission is given by the Headteacher
- We ask that all mobile phones are turned off or put on silent during school events, concerts, assemblies and meetings with staff.

- ❖ Parents are allowed to photograph or video their own child at school events such as shows or sports day using their mobile phones.
- ❖ Images and videos must not be published on social media; failure to comply may result in restrictions on attendance at future events.

Parents and carers who need to contact pupils during the school day should do so through the school office.

11. Governors, Visitors, Volunteers and Contractors

All visitors are expected to follow our Mobile Device Acceptable Use Policy and will be informed of our expectations on arrival. While we would prefer visitors not to use their mobile phone whilst at school, we recognise that this would be impossible to regulate and that many people see their phones as essential means of communication, at all times.

- ❖ We therefore ask that all visitors' usage of mobile phones or smart watches is courteous and appropriate to the school environment.
- ❖ We ask visitors not to make phone calls whilst children are present. If mobile phones are answered, they should be taken into an office where there are no children.
- ❖ We ask that all mobile phones are turned off or put on silent during school events, concerts, assemblies and meetings with staff.

12. Policy Implementation

This policy is freely available on the school website and to all staff, parents / carers, and service partners. Hard copies are available from the school office, upon request. It will form part of staff induction.

The School Governing Body is responsible for the implementation, review and evaluation of this policy. It will be consulted during the review of this policy.

This policy was written by the Icknield Primary School Senior Leaders in consultation with the staff of the Icknield Primary School.

It will be evaluated by the above.

It will be reviewed in August 2027 or before if procedures change.
This policy supports statutory safeguarding and data protection duties.

Appendix 1: Risk Assessment: Staff Carrying Mobile Phones for Safeguarding

Activity: Staff carrying mobile phones during school hours as a safeguarding measure
Location: All areas of the school site
Date of Assessment: 20 January 2026
Review Date: 20 January 2027
Assessor: Vijith Vijay (School Business Manager)

1. Purpose and Context
Due to limited or unreliable phone connectivity in some areas of the school, staff are required to carry mobile phones to ensure they can raise alarms, contact senior leaders, and summon emergency assistance for pupils with significant needs promptly. This measure supports safeguarding, emergency response (e.g. medical incidents, lockdowns, fire evacuations), and the safety of pupils and staff.

2. Hazards Identified

- Distraction from teaching or supervision due to mobile phone use
- Inappropriate use of phones (e.g. personal calls, social media)
- Loss or theft of phones
- Breach of confidentiality or data protection
- Misuse of phones to record images/audio of pupils or staff

3. Persons at Risk

- Pupils
- Teaching staff
- Support staff
- Visitors and contractors

4. Control Measures

- Phones to be carried for safeguarding and emergency purposes only.
- Phones must be kept on silent or vibrate mode during lessons and meetings.
- Personal use of phones during teaching or supervision time is not permitted.
- No photography, video, or audio recording of pupils or staff unless authorised in line with school policy.
- All staff must comply with the school's Safeguarding, Acceptable Use, and Data Protection policies. Phones must be kept secure on the person at all times; not left unattended in classrooms or communal areas.
- Any loss, theft, or misuse of a phone must be reported immediately to a member of SLT.
- SLT will coordinate emergency responses (e.g. fire, lockdown, serious incidents).
- 1:1 staff will prioritise supporting pupils with significant needs during emergencies.

5. Roles and Responsibilities

- **Headteacher (Mrs V James):** Overall responsibility for safeguarding and emergency procedures.
- **Deputy Heads (Kwan Ward, Carla Islip):** Operational oversight during incidents and emergencies. **SENDCo (Keely Nugent):** Coordination of support for pupils with additional and significant needs.
- **School Business Manager (Vijith Vijay):** Risk assessment ownership and review.
- **All Staff Listed in the Risk Assessment (Internal Document):** Carry phones in line with this risk assessment and follow all safeguarding and acceptable use requirements.

6. Emergency Use Guidance

Staff should use their phones to:

- Contact SLT in emergencies (e.g. serious injury, safeguarding concern, lockdown).
- Coordinate support for pupils with significant needs.

7. Residual Risk Level

Low, provided all control measures are followed, and compliance is monitored by SLT.

8. Staff Acknowledgement and Agreement

All staff listed in the Risk Assessment confirm that they:

- Understand the purpose of carrying a mobile phone as a safeguarding measure.
- Agree to abide by this Risk Assessment and all related school policies.
- Will use their phone responsibly and only in line with safeguarding and emergency requirements.