



HORRBRIDGE PRIMARY and NURSERY SCHOOL Policies & Procedures

TITLE: Mobile Phone and Smart Watch Policy

DOCUMENT MANAGEMENT

This document constitutes version 1 of the **Mobile Phone and Smartwatch Policy** and was **adopted** by the Governing Board in April 2025.

The document is subject to **review in April 2027**.

The school conducted an Equality Impact Assessment on this policy in **April 2025**.

Introduction

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections, in particular, have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones and smartwatches, alongside other forms of technology, are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

Aim

The aim of the Mobile Phone and Smartwatch 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 and smartwatches are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Scope

This policy applies to all individuals who have access to personal or work-related mobile phones and smartwatches on site. This includes school staff, volunteers, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

Policy Statement

It is recognised that it is the enhanced functions of many mobile phones and smartwatches that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of images, exploitation and bullying.

It is also recognised that mobile phones and smartwatches can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles phones and smartwatches 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.

It is appreciated that it can be very difficult to detect when such devices are present, or being used, particularly in relation to enhanced functions such as cameras. The use of all mobile phones and smartwatches 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.

Procedure - Personal Mobiles and Smartwatches

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors.

Children and school staff are permitted to have their phone or smartwatch in school. Any personal devices with camera functionality belonging to staff members are to be kept in the staffroom.

We ask parents to request a mobile phone/smartwatch agreement (see appendix 1) and fill this in, returning it to school. If phones/watches are brought to school, they must be switched off and not used during the course of the day. Pupils' mobile telephones and smartwatches **MUST** be handed in to the school office at the start of every day and returned at the end of the school day. ALL mobile phones and smartwatches must be clearly labelled with the pupil's name. The school accepts no responsibility for mobile phones brought onto school premises.

Parents, visitors and contractors are respectfully requested to hand their mobile phones in to the school office, unless being supervised by school staff, eg, during assemblies, or by prior agreement. Should phone calls and/or texts need to be received or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.

Appendix 1

Horrabridge Primary and Nursery School

Mobile Phone/Smartwatch Agreement

Our Pupil Mobile/Smartwatch Rules

- All pupils bringing a phone/watch into school must have a good reason for doing so and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a mobile phone/Smartwatch into school. Any phone/watch brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones/watches should be turned off before handing in to the school office
- The school cannot accept responsibility for damage or loss of a mobile phone/watch brought into school.

Name of Child _____

Reason for needing a mobile phone/Smartwatch in school:

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones/Smartwatches to my child and confirm that they may take a mobile phone/Smartwatch into school on that basis.

Parent/Carer signature

_____ Date _____

Pupil: I will follow the school mobile phone/Smartwatch rules.

Pupil signature

_____ Date _____