St John's Church of England VA Primary School

Mobile Device Policy

Agreed by SLT

Agreed: October 2026

Review: October 2028

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Mobile Device Policy

Sharing joy and hope in the community

When considering matters of the use of mobile devices it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community', along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.

INTRODUCTION

At St John's Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and other mobile devices on school premises, including the playground, car park and entrances, has been drawn up in the best interests of pupil safety and staff professionalism.

Related policies

- Safeguarding policy
- Acceptable Use policy
- Staff Code of Conduct
- Educational Visits policy
- Use of Images policy

USE OF MOBILE PHONES OR OTHER MOBILE DEVICES

Pupils:

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

- If the parent/carer has allowed their child to bring a mobile phone or other mobile device to school for a reason such as they walk home independently, the device is handed in, switched off, and given to the class teacher first thing in the morning and collected at the end of the day (the device is left at the owner's own risk).

- Mobile devices brought to school without permission will be confiscated and returned to the parent/carer.

- If a child refuses to hand in the mobile phone/device then a parent/carer will be contacted to come to school to collect the phone/device.

Staff:

- Staff need their phones during off site visits but should not take photos except with school devices.

- Staff may not make or receive calls during teaching time. If there are extenuating circumstances (e.g. sick relative) the member of staff will make the headteacher aware and can have their phone in case of having to receive an emergency call.

- Use of phones must normally be limited to non-contact time when no children are present.

- Personal devices must not be used to take photographs of children or to store their personal data.

- Staff can use personal devices to authenticate when completing work at school in their rooms.

- Staff can use their devices for personal use in areas of the school where children are not present e.g. staffroom, offices etc.

Parents & other visitors:

- Parents, governors and other visitors must not use mobile phones or other devices on school premises, including the playground, car park and entrances,

- If in a meeting, parents or other visitors must switch off their device.

- No audio or video recordings can be undertaken under any circumstances unless prior permission has been granted. Under no circumstances can any images/video recordings/audio recordings be shared via any digital platforms.

  If prior permission has been received from the Headteacher of St John's Primary School, under UK GDPR legislation, if the person is not recording the information for their own "domestic purposes" then legally that person becomes the data controller of the data they record and will have a legal responsibility to abide by data protection legislation, including providing a privacy notice under article 13, ensuring data minimisation, data security, ensuring they have a lawful basis for processing.

Failure to follow the school mobile device policy will result in a cease-and-desist letter followed by potential banning from the school site.

If deemed necessary, the person who has breached this mobile device policy will be reported to the Information Commissioners Office (ICO) and possible legal action might be taken. We expect everyone to support the safeguarding of all children and respect the privacy of all members of the school community.