



St. Michael's Woolmer Green C of E Primary School

Communication Devices Policy

(including mobile phones, smart watches and fitness trackers)

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1. Introduction

This policy provides clear guidance on the use of mobile phones in school by staff, visitors and pupils. St. Michael's Woolmer Green School has a clear policy on allowing pupils to bring communication devices including mobile phones, smart watches and fitness trackers into school and this policy makes explicit reference to the camera facilities on such devices. We have written this taking into account the DFE Guidance <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

2. Mobile Devices with Cameras

Mobile devices with cameras are now the norm, and a built-in digital camera enables users to take high resolution pictures and videos. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. (Smart Watches can be used to make calls and receive messages).

There is a potential for mobile devices to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

3. Staff Policy

Staff use of mobile phones during their working day should be:

- Outside of their contracted hours
- Discreet and appropriate e.g. not in the presence of pupils.

Mobile phones should be switched to silent and left in a safe place during lesson times. Due to the 2-factor authentication for our safeguarding system and our team SOS alert (SLT) it may be necessary for mobiles to be nearby and accessible.

The school cannot take responsibility for items that are lost or stolen. Staff 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 texts or images that could be viewed as inappropriate.

Regarding camera phones, a member of staff should avoid using their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. School iPads should be used (ensuring the pictures have been uploaded) and these should be wiped clear regularly. On the odd occasion if a phone is used for a sporting event or for Instagram, as soon as photos are uploaded, **they must be permanently deleted.**

Staff need to check which children have permission for photographs. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

4. Parent, Visitors or Volunteers in School Policy

Adults, either in school or accompanying children on school trip, should not use their cameras or mobile phones to take pictures of pupils unless it is at a public event such as Sports Day or Summer Fair and of their own children. **These should not be shared on social media if other children are in the picture.**

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phones/smart watches should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of any children.

5. Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, St. Michael's Woolmer Green School discourages pupils bringing mobile phones to school due to the potential issues raised above.

Smart watches and fitness trackers should not be worn/ brought into school. If a child needs to bring a phone, (usually in Year 5 and 6) a permission slip (Appendix 1) must be signed by the parent, and the item must be put in a named zip bag and placed in the class box to be left in the school office at the start of the day and collected at the end of the day. The devices should be clearly marked so that each pupil knows that is their own phone. Parents are advised that St. Michael's accepts no liability for the loss or damage to items which are brought into school or school grounds. Following government guidance it is advised that phones are not Smart Phones.

Where a pupil is found by a member of staff to be using a mobile phone on the school premises, (even taking a photograph), it will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the item. It will be stored by the school office. The pupil may collect their phone at the end of the school day. A letter will be sent home to parents requesting that the permission slip be returned the next day, if the device needs to be brought in to school.

If a pupil is found taking photographs, video footage or recording with a phone or smart device of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy.

If images or recordings of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of the Headteacher. (Please see more guidance on sexting in our child protection policy).

Should a pupil be found to be using their device inappropriately, the school reserves the right to withdraw this privilege, and they will no longer be able to bring a phone into school.

We ask that parents talk to their children about the appropriate use of text messages as they can often be used to bully peers.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

This policy supports the Health & Safety, Anti-bullying, Child Protection, Safeguarding and Internet/E-Safety policies. This policy will be monitored and reviewed as required but at least every two years.



Mobile Device Parental Consent Form

Dear Parent/Carer,

In accordance with our Communication Device Policy, if your child needs to bring in a mobile phone (preferably not a SMART phone) to school on a regular or occasional basis, please could you sign the form below to give your permission for your child to do this and state the reason why. Please read through this policy with your child and reinforce it.

- Your child needs to bring their phone to class, switched off and place in a named bag in the class box which is then taken to the office and collected at the end of the day
- The school bears no responsibility for the loss of damage to a mobile phone.
- Your child's phone should be appropriately marked so that they can recognise it.
- The phone should not be used on school premises.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege, and they will no longer be able to bring it into school.

Thank you.

Yours sincerely

Mrs Jan Martin
Headteacher

MOBILE DEVICE PARENTAL CONSENT

I / we give permission for our child (name) _____

in Class _____ to bring their mobile phone into school. I/we need
them to do this because _____

We have read the policy and understand its implications.

Signed (parent) _____ Date _____

Signed (child) _____ Date _____

July 2026



Mobile phones

At St. Michael's we ask that mobile phones are not used on the premises or within the school grounds



This is for two main reasons:

- We feel that it is important that your child has your attention during drop off/collection times and that you are available to speak to staff if necessary.
- Secondly, with camera phones being the norm, we need to protect all children in our care. There are some children who for various reasons must not have their pictures used on the internet. By requesting mobile phones are not used, we know that we are doing all we can to prevent images appearing online without parents' knowledge or consent.

Thank you for keeping St. Michael's a safe place for all.