



Lincoln Bishop King CE Primary School

Our Vision:

We create a nurturing environment, which both inspires and challenges our whole school family, equipping our children to have high aspirations to: "Dream big. Love God. Live well."

Mobile Phone and Smart Technology Policy

Policy Reviewed: January 2026

Next Review (3 years): January 2029

Approved by **forbessolicitors.**

Developed with



1. Introduction and aims

At Bishop King school, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones and smart technology for pupils, staff, parents and volunteers
- Support the induction process for newly appointed staff, students and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

3. Use of mobile phones and smart technology by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts or use smart devices while pupils are present or during contact time. Use of personal mobile phones or smart devices must be restricted to non-contact time, and to areas of the school where pupils are not present, such as the staffroom.

Staff must:

- Keep personal mobile phones in a safe and secure place, away from pupils, during contact time.
- Keep personal mobile phones and devices switched off or set to 'silent' or 'do not disturb' during contact time.
- Ensure that Bluetooth or other forms of communication are hidden or disabled during learning times.
- Not use personal mobile phones or personal smart technology during contact times, unless permission has been given by the headteacher or the deputy headteacher, such as in emergency circumstances. The headteacher or deputy headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff should use the school office number 01522-880094 as a point of emergency contact.

3.2 Data protection

Staff may use their personal mobile phones to process personal data, or any other confidential school information whilst adhering to clause 3.1 providing all security conditions including the use of passwords and pin codes to access their phone are present.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. School devices may be taken off the premises for the purpose of uploading images on to Tapestry, Facebook, etc; they should then be deleted.

3.4 Using personal mobiles or smart technology for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits: staff may use their personal mobile phones for emergencies and a school iPad for taking photos
- Elevated access to CPOMs: this applies to the headteacher, the deputy headteacher, the pastoral manager (TR) and the safeguarding lead (LH)

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, out of sight of pupils
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents - unless it is a work phone. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

These members of staff must ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

All members of staff have a duty to report policy breaches or concerns in line with existing school policies and procedures. This includes child protection, behaviour and whistleblowing policies.

4. Use of mobile phones by pupils

- Only pupils who walk alone to school are allowed to bring in a personal phone. These pupils must ensure their phones are handed to the school office at the beginning of the school day and collected from the school office once all lessons have finished. Phones will be stored in individually labelled bags and kept in the front office cupboard.
- For pupils who attend Breakfast Club, phones must be handed to an adult on entry to the school site. Phones will be stored in individually labelled bags and kept in a secure area, e.g. a cupboard in the servery.

- For pupils who attend After School Clubs, they must collect their phones from the office at the end of the session. Adults will need to access them from the front office cupboard.
- Pupils are not permitted to take a phone with them on residential visits or any other school visits. This must be communicated to parents and pupils prior to the visit.
- Pupils are not permitted to wear smart devices in school.

4.1 Sanctions

If a pupil is in breach of this policy, the phone or smart device will be confiscated until the end of the day - under sections 91 and 94 of the [Education and Inspections Act 2006](#)). This is red behaviour.

If the school confiscates a phone from a pupil, then the school becomes responsible for the phone, and can be held responsible for loss, theft, or damage. Confiscated phones will be stored in the office safe, in a labelled bag until the end of the day. The headteacher will decide whether the pupil may bring the phone back into school after this breach of policy.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones and smart technology by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the policy for mobile phone use when they sign in at reception or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents and volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

A copy of this policy will be published on the website for all parents to see.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are handed to the school office at the beginning of the school day and collected from the school office once all lessons have finished. Phones will be stored in individually labelled bags and kept in the front office cupboard.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them, using passwords. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones, before being submitted to staff and stored in the labelled bags, that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. Monitoring and review

This policy will be reviewed at least every three years.

Linked policies:

- Data protection policy
- GDPR
- Child protection policy
- IT acceptable use policy.

8. Statement for Inventory (log-in screen) and public notices

Use of mobile phones in our school

- Please switch your mobile phone off while on the school grounds
 - If you need to use your phone, you must go to the staff area or outside the front office outer door
 - The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
 - A full copy of our mobile phone policy is available from the school office.
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