

Hollywell Primary School



Mobile Devices & Wearable Technology Policy

March 2025

Key Contact Personnel

Nominated Member of Leadership Staff Responsible for the policy: Elizabeth Ellis

Senior Designated Safeguarding Lead: Elizabeth Ellis,
Deputy Designated Safeguarding Leads: Tracey Harlin, Sharon Sibley

Policy review date – Spring term 2028

This policy will be reviewed every three years or earlier following any concerns and/or updates to national/local guidance or procedure

Hollywell Primary School – Mobile Devices and Wearable Technology Policy

Hollywell Primary School recognises that mobile devices, including smart phones, tablets, and wearable technology such as smartwatches, are a common part of everyday life. However, their use in school must be managed to ensure the safety and well-being of all pupils and staff. This policy outlines the appropriate use of such devices within the school setting.

Staff Policy

- Staff use of mobile phones and personal devices during the school day should be discreet and appropriate, ensuring that their primary focus remains on teaching and supervision.
- Mobile phones and other devices should be switched to silent and stored securely during lesson times.
- Staff must not use personal devices to contact pupils or parents. All communication should take place via official school channels.
- The use of mobile devices for taking photographs or videos of pupils is strictly prohibited. School-owned cameras or tablets should be used for this purpose.
- Any breach of this policy may result in disciplinary action in accordance with school and Trust procedures.

Parent, Visitor, and Volunteer Policy

- Parents, visitors, and volunteers are not permitted to use mobile devices to take photographs or videos of pupils, except in designated school-approved situations.
- Personal phone use should be restricted to designated areas such as the school office or staff room.
- On school trips, if parents are asked to take photographs for educational purposes, a school-owned camera/I pad will be provided.

Pupil Policy

- Pupils are discouraged from bringing mobile phones and smart devices to school. If a pupil must bring a device (e.g., for safety reasons when travelling alone), it must be turned off and handed to the class teacher at the start of the school day for secure storage.
- The device will be returned at the end of the school day.
- Pupils found using mobile devices during school hours without permission will have them confiscated and returned at the end of the day. Repeated misuse may result in the requirement for a parent to collect the device.
- Any pupil found using a device to take images, videos, or audio recordings of pupils or staff without permission will be subject to the school's behaviour policy, and further action may be taken.
- The school accepts no liability for lost, stolen, or damaged personal devices brought into school.
- Should parents need to contact pupils during the school day, this should be done via the school office.

Safeguarding and Monitoring

- The school reserves the right to search and, if necessary, confiscate a mobile device if there is reason to believe it contains content that breaches safeguarding policies.
- Any incidents involving the misuse of mobile devices will be recorded and dealt with in line with school policies on behaviour and safeguarding.
- Parents are encouraged to use parental controls and monitoring apps to ensure their child's safe use of technology outside school hours.

Review and Monitoring

- This policy will be reviewed every three years or sooner if necessary.
- The school will communicate any updates to parents, staff, and pupils.

Version date: March 2025

Date approved by LGB: 20.3.25

Review date: March 2026