



Mobile Technology Policy

Approved by:
Governing Body

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1. Purpose of the Policy

This policy sets out the expectations for the appropriate and safe use of mobile technologies at Broadmayne First School. It applies to all staff, pupils, parents/carers, governors, visitors, and contractors who access or use mobile devices on school premises or during school-related activities.

Mobile technology includes, but is not limited to:

- Mobile phones
- Smartwatches
- Tablets and laptops
- Portable media devices (e.g. iPods, MP3 players)
- Wearable devices (e.g. fitness trackers with messaging capabilities)

2. Rationale

While mobile technology can enhance learning and communication, inappropriate use can create safeguarding risks, compromise learning environments, and violate data protection rules. This policy aims to ensure the safe, respectful, and purposeful use of such devices.

3. Use of Mobile Devices by Staff

- Staff may not use personal mobile phones during lessons, in areas where children are present, or while supervising pupils.
- Staff may use mobile phones during non-contact times in designated areas such as the staff room or private offices.
- Personal devices must not be used for taking photos or videos of pupils. Only school-owned devices may be used, in accordance with the school's data protection and safeguarding policies.
- Staff should ensure mobile devices are on silent or turned off during teaching time, meetings, and assemblies.

- School-provided mobile devices may be used for school business and must follow the same data protection and acceptable use protocols as other school IT systems.

4. Use of Mobile Devices by Pupils

- Pupils are not permitted to bring mobile phones or smart devices to school unless there is a specific need and prior approval has been granted by the headteacher.
- Approved mobile phones must be handed in to the school office upon arrival and collected at the end of the school day.
- Mobile devices must not be used during the school day, including break and lunch times.
- The school accepts no responsibility for the loss, damage, or theft of any personal mobile device brought into school.

5. Use of Mobile Devices by Parents and Visitors

- Parents and visitors are not permitted to use mobile phones to take photographs or videos during the school day, unless expressly authorised (e.g. at performances or events with permission).
- Calls and mobile phone use should be conducted outside the school building or in the reception area.
- Any concerns about safeguarding or inappropriate use will be referred to the headteacher immediately.

6. Data Protection and Safeguarding

- Staff and pupils must not use mobile devices to store or transmit confidential or sensitive data unless they are encrypted and password-protected, and approved by the school's leadership team.
- Staff must report any suspected data breach or loss of device to the Data Protection Lead without delay.

- Use of messaging services (e.g. WhatsApp, Facebook Messenger) between staff and pupils is strictly prohibited.
- Any inappropriate or suspicious use of mobile technology by any member of the school community will be dealt with under the relevant disciplinary or safeguarding policy.

7. E-Safety Education

- Pupils are taught about safe and responsible use of technology through the school's computing and PSHE curriculum.
- Parents will be offered guidance on supporting safe mobile device use at home.
- Staff receive regular training on digital safety and acceptable use protocols.

8. Monitoring and Review

This policy will be reviewed biannually and updated as necessary to reflect changes in technology, legislation, and safeguarding practices. Compliance with this policy will be monitored by the Headteacher and governing body.