



# Mobile Phone and Wearable Device Policy

<b>Written By</b>	<b>Senior Staff, School Office team</b>
<b>Frequency of Review</b>	<b>4 years</b>
<b>Date reviewed and approved by Governing Body</b>	<b>Summer 2025</b>
<b>Date of next review</b>	<b>Summer 2029</b>
<b>Display on Website</b>	✓
<b>Purpose</b>	The School ensures that there are clear guidance for staff, pupils and parents for use of mobile phones and wearable devices such as smart watches and fit bits.
<b>Consultation</b>	<b>Governors</b> ✓
	<b>Parents</b> ✓
	<b>Pupils</b> ✓
	<b>Staff</b> ✓
<b>Links with other policies</b>	Safeguarding Child protection

## **Rationale:**

At Burlington Junior School we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions.

We are however, very aware of the possible dangers of the misuse of technology, specifically mobile phones. This policy therefore aims to provide guidance to staff, pupils and parents. It aims to do this ensuring privacy is protected, online safety is preserved and valuable equipment is looked after appropriately.

With the evolution of mobile and wearable technology including camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

## **Policy**

**The school cannot take responsibility for any loss or damage to mobile phones or wearable or other devices.**

### **For Staff**

For those members of staff who are class based, phones should be switched off or to silent mode and should be kept in the provided lockers in the staffroom or classroom cupboards during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children.

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

- Discreet and appropriate
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils via their own personal mobile and should not supply their mobile number to parents of children at the school.

Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils.

If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the head teacher.

### **For Parents:**

We ask that parents do not encourage children to bring mobile phones to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment. Therefore, Burlington Junior School will allow Year 5 and 6 pupils to bring a simple phone into school that does not have access to the internet.

It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a

parent to a child, the school office will take these calls and pass the necessary information on promptly.

It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

Parents are asked to put away their phones when on site, except for events at the school's discretion such as performances or sport events where they may take pictures for their use only, not for social media. We ask parents to greet their child with a smile, not a screen at the end of the day.

Parents are reminded not to take pictures, videos or voice note recording whilst on the school site, with any type of phone or wearable device unless given permission to do so. If for any reason this is needed, this will be agreed in advance with the headteacher.

Parents should be aware that any reference to the school via social media should be in a professional and thoughtful way. Any complaints or concerns should be directed through the normal school complaints procedure. Parent WhatsApp groups are set up by the parents to share helpful day to day information. Any concerns should be addressed directly with the school as the school is unable to see any parent Whatsapp messages.

### **For Pupils:**

Smart watches/devices - including wearable devices - which take photos or connect to the internet or send messages are not allowed in school. This is because they are a distraction and may interrupt learning. However, basic fit watches that track steps and activity are. Mobile phones are not allowed to be brought into school by children in years 3 & 4. It is a requirement that all our younger pupils are collected from school by a responsible adult. The need for a child of these ages to make telephone contact after school will therefore not arise.

### **Year 5-6 children**

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse. If Year 5 and 6 children do want to bring a phone to school it must be a 'simple' phone, with no internet access.

- Non smart phones are to be handed into the teacher and are then kept in a cupboard or drawer until the end of the day. They must be clearly named.
- Phones are to be switched off.
- **These cupboards or drawers are not locked as members of staff require access to resources and materials also in these areas.**
- The taking of photographs and video footage using a camera phone is strictly prohibited. As is recording any lesson or conversation on an audio setting.
- Any children found to have taken photographs/videos/voice recordings will be asked to delete the photos in the presence of a senior teacher.

### **Misuse**

The following sanctions will apply:

- On the first occasion, the phone will be confiscated for an agreed period of time, typically one day. Parents/carers will be contacted and asked to collect the phone from the school office. On the second occasion the phone will be confiscated for a longer period of time, typically a week. Parents/carers will be notified. After the third occasion the school will withdraw the agreement to allow the child to bring the mobile phone to school.

April 2025: Burlington was one of a group of schools that sent a letter to parents regarding mobile phones. You can read that here. [LINK](#)