



**Mobile Phones, Smart Watches and Digital Devices Policy**  
**For Staff, Visitors, Volunteers and Pupils**  
**April 2023**

**Mobile Phones, Smart Watches and Digital Devices**

Mobile Phones are now the norm and built-in digital cameras enable users to take high resolution pictures and videos. These can be sent instantly to other mobile phone users and/or posted online via email or using social media platforms. There is a potential for mobile phones, smart watches and other devices to be misused in schools.

In addition, smart watches are increasingly being worn to school, allowing user to take photos, access the internet, send messages and to receive or make phone calls. As a result, they can become a tool for bullying or harassment directed against pupils and/or staff.

**Pupil Policy**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone and/or to wear a smart watch to school, (particularly if they walk to and from school without adult supervision) Strathdevon discourages pupils bringing mobile phones and wearing smart watches to school due to the potential issues raised above.

When a child needs to bring a mobile phone into school, a permission slip (Appendix 1) must be signed by the parent and their mobile phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Parents are advised that Strathdevon accepts no liability for the loss or damage to mobile phones, smart watches or digital devices which are brought into school or the school grounds.

**All mobile phones and digital devices must be switched off before entering the school grounds or the school building.**

When a pupil needs to wear a smart watch to school, a permission slip (Appendix 2) must be signed by the parent and returned to the school office. The pupil must also let their teacher know that they are wearing their smart watch.

**All smart watches must be switched onto airplane mode before entering the school grounds or the school building.**

Where a pupil is found by a member of staff to be using a mobile phone or smart watch 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 device. The device will be stored by the school office. The pupil may collect their device at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects the device from a senior member of staff.

If a pupil is found taking photographs or video footage with a mobile phone or a smart watch of other pupils or staff, this will be regarded as a serious offence.

If images of other pupils or staff 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 a member of the Senior Leadership Team. Should a pupil be found to be using their mobile phone or smart watch inappropriately, such as sending text messages or making/receiving calls or posting on social media, the school reserves the right to withdraw this privilege and the pupil will no longer be able to bring a mobile phone or smart watch to school.

We ask that parents talk to their children about the appropriate use of text messages, phone calls and social media as they can often be used to bully others.

Should parents need to contact pupils or vice versa during the school day, this should be done by contacting the school office by phone on 01259 452435 or by email at [strathdevon@edu.clacks.gov.uk](mailto:strathdevon@edu.clacks.gov.uk).

### **Parents, Visitors or Volunteers in School**

Adults either in school or accompanying children on school trips should not use their mobile phones, smart watches or personal digital devices to take pictures of pupils unless it is at a public event such as Sports Day **and of their own children only.**

Adults, visitors or volunteers in school should only use their mobile phones within the confines of the school office or staff room. Personal devices should not be used to take pictures of children. If parents who accompany children on a school trip are asked to take photos as a record of the educational visit, they will be issued with a school device.

### **Staff Policy**

Staff use of mobile phones, smart watches and other personal devices should be:

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

Mobile phones should be switched off or on silent and be left in a safe place during lesson times, unless otherwise agreed in advance with a member of the Senior Leadership Team.

If staff require to make or receive a telephone call during their working day a member of the Senior Leadership Team should be notified in advance.

Staff should never contact pupils from their personal mobile or give their mobile phone number to pupils. If a member of staff needs to make a telephone call to contact a pupil's family, they should use the school telephone in the admin offices.

Staff should not accept requests from pupils to access their personal accounts on social media such as Facebook, Twitter, Instagram, TikTok etc.

Staff should never send to, or accept from, colleagues or pupils, texts, images or videos that could be viewed as inappropriate.

The school cannot take responsibility for items that are lost or stolen.

Staff should not use their personal digital devices to photograph, record or video a pupil(s) unless prior consent has been granted by a member of the Senior Leadership Team under exceptional circumstances. Staff should not knowingly allow themselves to be photographed or recorded by pupils.

*This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.*

This policy supports the Health and Safety, Safeguarding, Child Protection, Anti-Bullying, internet/e-safety policies.

### **Parent Council Approval**

This policy was approved by the Parent Council on .....

**Mobile Phone Parental Consent Form** (Appendix 1)

Dear Parent/Carer,

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom.

**The school bears no responsibility for the loss or damage to a mobile phone.**

Your child's name should be appropriately marked so that they can recognise it.

Should your child be found using their mobile phone inappropriately, the school reserves the right to withdraw this privilege and they will not longer be able to bring their mobile phone into school.

Thank you.

Yours sincerely,



Mrs Tomlinson  
Head Teacher

---

**Mobile Phone Parental Consent**

I/we give permission for our child (name) \_\_\_\_\_

in (class)\_\_\_\_\_ to bring their mobile phone into school.

We have read the policy and understand its implications.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return permission slip to the school office. Thank you.**

**Smart Watch Parental Consent Form** (Appendix 2)

Dear Parent/Carer,

In accordance with our smart watch policy, if your child is wearing a smart watch to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

Your child needs switch their smart watch onto airplane mode or school mode before entering the school grounds and/or school building. They must also let their teacher know that they are wearing their smart watch.

**The school bears no responsibility for the loss or damage to a smart watch.**

Should your child be found using their smart watch inappropriately, the school reserves the right to withdraw this privilege and they will not longer be able to bring their smart watch into school.

Thank you.

Yours sincerely,



Mrs Tomlinson

Head Teacher

---

**Smart Watch Parental Consent** (Appendix 2)

I/we give permission for our child (name) \_\_\_\_\_

in (class)\_\_\_\_\_ to wear their smart watch to school.

We have read the policy and understand its implications.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return permission slip to the school office. Thank you.**