

Mobile Technology Guidance



Approved by:	Full Governing Body	Date: 6/6/26
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VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	PAGE NO.
1.0	6/6/26	Draft	
1.2	10/6/26	Inclusion of other electronic devices such as e-glasses	6

1. Introduction and aims

At Overdale Junior School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our guidance aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This guidance 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

Note: throughout this guidance, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This guidance meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this guidance is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

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

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 guidance.

The Head of School/ Executive Headteacher is responsible for monitoring the guidance every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present.

Use of personal mobile phones must be restricted to non-contact time and to areas of the school where pupils are not present such as the staffroom.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons.

For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For medical emergencies

The Head of school / Executive headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number **0116 288 3736** as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools.

More detailed information regarding the use of AI can be found within OAK's Privacy notice which can be located

[Privacy-Notice-AI.pdf](#)

More detailed guidance on data protection can be found in the school's Data Protection policy which can be located

[Policies - Overdale Junior School.](#)

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

4.4 Using personal mobiles for work purposes

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

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Sanctions

Staff that fail to adhere to this guidance may face disciplinary action.

See the school's staff disciplinary guidance for more information.

5. Use of mobile phones by pupils

Pupils are **not required** to bring mobile phones into school.

Pupils are **not permitted** to use personal mobile devices in school.

As such, pupils should not use mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes or at lunchtimes. This includes mobile devices such as smart watches and smart devices.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their guidance.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features. This also applies to e-glasses which have camera and recording functions.

For this reason, smartwatches and/or other electronic devices such as e-glasses are not permitted.

5.2 Exceptions for special circumstances

There may be a very small number of occasions where a child may need to bring a mobile phone device in to school. On these rare occasions, a prior arrangement must be made and the mobile phone must be locked away for safe keeping.

The mobile phone will not be returned to the child until the end of the day.

This may be applicable for:

- Pupils travelling to school by themselves.

This will be considered on a case-by-case basis.

To request such permission, parents/carers should contact the class teacher in the first instance to discuss.

Any pupils who are given permission must then adhere to the school's Acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

In the event that an unauthorised smart device is brought in to school, the device will be confiscated and placed into a named envelope which will be stored in the office.

The device will need to be collected by **an adult** from the office **at the end of the school day.**

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

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this guidance.

This means:

- Not taking pictures or recordings of pupils using personal devices;
- Not using phones in lessons, in the presence of pupils or when working with pupils

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

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

- Use their personal device to make contact with other parents/carers
- Use the personal device in the presence of children
- Use their personal device to take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's guidance for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

7. Loss, theft or damage

The school accepts no responsibility for mobile phones 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.

Where a pupil has brought a mobile phone in to school, it is their responsibility to ensure that the device is appropriately labelled and is stored securely when not in use.

Pupils must secure their mobile 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. Failure by staff to do so could result in data breaches.

Mobile phones can not be used in the main school reception. There are signs displayed in reception which remind all of this expectation. You must step outside of the school reception to use your mobile phone.

This guidance is displayed on the school website for reference; parents are directed to read this guidance.

Confiscated phones will be stored in the school office in a secure location until they are collected at the end of the school day.

Lost or found phones should be returned to the **school office**. The school will then attempt to contact the owner if this is possible.

8. Monitoring and review

The school is committed to ensuring that this guidance has a positive impact on pupils' education, behaviour and welfare. When reviewing the guidance, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this guidance, these should be brought to the attention of the Head of School / Executive Headteacher in a timely manner.

Appendix

Appendix 1 : Acceptable use agreement

You must obey the following rules if you bring your mobile phone or smart device in to school:

1. You must have pre-agreed permission to bring your phone in to school.
2. Phones must be switched off and handed in to your teacher for safe-keeping if this is agreed.
3. You may not use your mobile phone during lessons.
4. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
5. You cannot take photographs or recordings (either video or audio) of school staff or other pupils.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour guidance and will be dealt with accordingly.

Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carers name(s):	

The school has agreed to allow _____ to bring their mobile phone /device to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers
- Other: _____

Pupils who bring a mobile phone to school must abide by the school's guidance on the use of mobile phones, and its Acceptable Use Agreement.

The school reserves the right to revoke permission if a pupil does not abide by the guidance.

Parent/carers signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: A reminder of acceptable use of mobile phones and similar devices in our school (slip)

A reminder of acceptable use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones whilst on site, particularly where pupils are present.
- If you must use your phone, please step outside of the school building and use in front of the school reception.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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 guidance is available from the school office.

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