

Hassocks Infant School

Mobile Device Policy



★ Explore ★ Respect ★ Flourish

Date policy agreed:	September 2026
Date policy to be reviewed:	September 2028
Responsibility:	Claire Byford

Document History

Date	Version	Amended By	Comment (e.g Reason for version change)
29/9/2026			New policy created by Claire Byford, Deputy Head & DSL

Introduction

At Hassocks Infant School the welfare and well-being of our pupils is paramount. The aim of the Mobile Device Policy is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice through clear and robust guidelines for the acceptable use of mobile phones.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones and other mobile communication devices can be effective communication tools.

Please note: this policy refers to ALL mobile communication devices.

For the purposes of this policy, mobile communication devices include mobile phones, smartwatches and other personally owned devices capable of communication, photography or recording.

Our policy aims to:

- Promote and set an example for safe and responsible use of mobile devices.
- Set clear guidelines for the use of mobile devices by pupils, staff, parents, volunteers and visitors.
- Support the school's other policies, particularly those relating to safeguarding and child protection, behaviour and data protection.

This policy also aims to address some of the challenges posed by mobile devices in school, including:

- Child protection and safeguarding risks.
- Data protection and privacy issues.
- The risk of theft, loss or damage.
- The appropriate use of technology in the classroom and around pupils.

Use of mobile phones and SMART watches by children

Due to the age of the pupils at Hassocks Infant School, pupils must not bring mobile phones, smartwatches or other personally owned device capable of communication, photography or recording onto the school premises. Any such device brought into school will be retained securely and returned to the pupil's parent or carer.

Use of mobile phones and SMART watches by staff

Staff must not use their personal mobile phones in any room where there are children present during the school day. If a child has a medical condition which requires use of a mobile phone or SMART watch, this will be documented in the child's Individual Healthcare Plan (IHCP). This arrangement will be agreed with child's parent or carers and the school.

Mobile phones must be kept out of sight, switched off or on silent while staff are working in classrooms. Bluetooth communication should also be disabled where appropriate.

It is recognised that, on occasion, a member of staff may need to make a phone call for personal reasons for example in relation to a medical appointment. Mobile phones may be used in the staffroom, PPA room and offices during the school day and in other rooms before and after school, provided that children are not present.

If a staff member is expecting an urgent personal call which needs to be answered during teaching or working time, they must seek specific permission from the Headteacher to do this, before answering the call, unless it is during their designated break or lunch time.

Staff must not use mobile phones to take photographs or make recordings of children at any time. School-owned electronic devices should be used for this purpose.

Where staff members are required to make a phone call for school duties, such as contacting pupil's parents, a school phone should be used where possible. If exceptional circumstances require a member of staff to use their own mobile phone, they should withhold their personal number.

Smartwatches must not be used for calls, messaging, recording, photography or other communication where children are present. They should only be used to tell the time.

Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers including Governors and contractors, must adhere to the following requirements while on school premises.

- No photographs or recording of pupils may be taken while on school premises unless this has been expressly permitted by the school.
- At public events where photography or recording is permitted, individuals must follow the school's event-specific guidance and should avoid sharing photographs or videos on social media or messaging groups.
- Photographs and recordings must be for personal use only and must not be posted, shared or otherwise published on social media without appropriate consent.
- Mobile phones must not be used during lessons or when working directly with pupils.
- Smartwatches must not be used for calls, messaging recording, photography or other communication when children are present. They should only be used to tell the time.

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

School trips or residential visits

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

- Use their personal mobile phone to contact other parents or carers.
- Take photographs or recordings of pupils, their work, or anything else that could identify a pupil.
- Use a smartwatch for calls, messaging, recording, photography or other communication. Smartwatches should only be used to tell the time.

Loss, theft and damage

Mobile phones, smartwatches and other personally owned mobile devices brought onto school premises are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of any mobile phone, smartwatch or other personally owned mobile device brought onto school premises. If a mobile device is found in the school building or grounds, it should be handed to the school office. The school will make reasonable attempts to identify and contact the owner. Parents and carers are responsible for ensuring that pupils do not bring mobile phones, smartwatches or other prohibited personal devices into school.