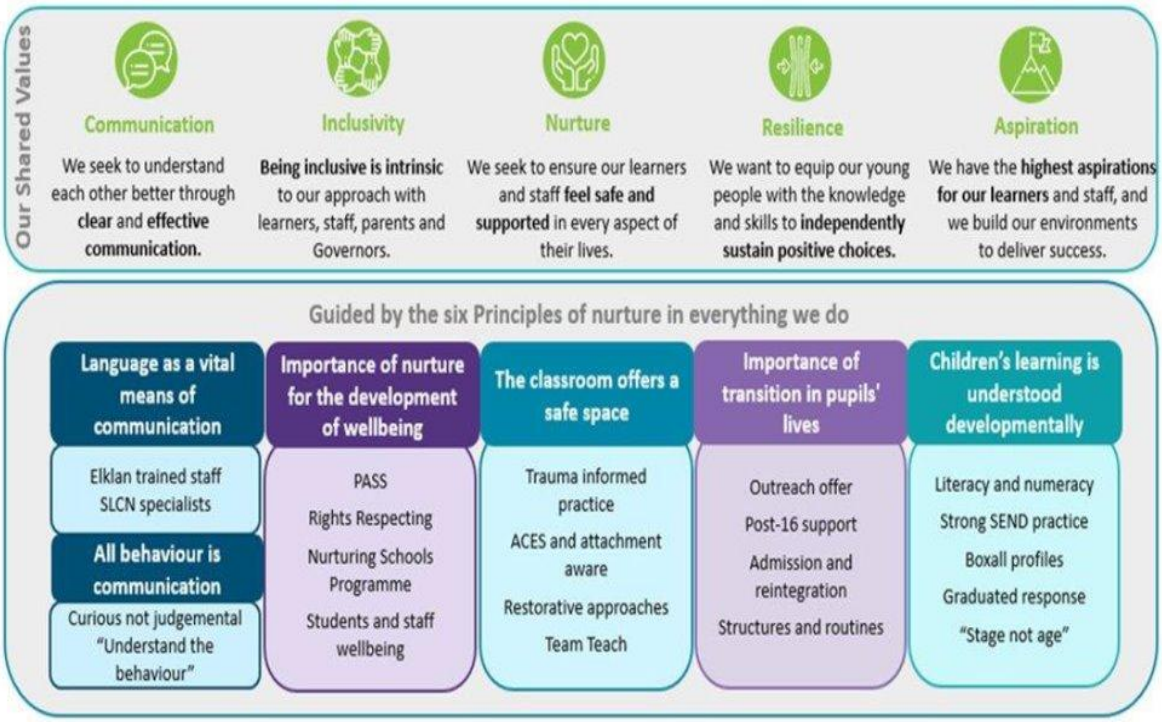
Mobile Phone & Smart Device Policy	
Implemented	SLT
Presented by	Kelly Eyre
Review Date	Sep 2026

Bridgelea Primary School Vision & Mission Statement

Our overall vision of 'Understanding People' captures our core purpose perfectly. At Bridgelea we want to help our children, families, and communities to understand themselves and others more, whilst keeping their understanding of the statutory and wider curriculum.



Gold Rights Respecting School

Through the School Council the children decided they would like to focus on the following 10 Articles, whilst understanding no right is more important than another:

Article 12
You have the right to give your opinion, and for adults to listen and take it seriously.

Article 13
You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Article 15
You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 24
You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27
You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

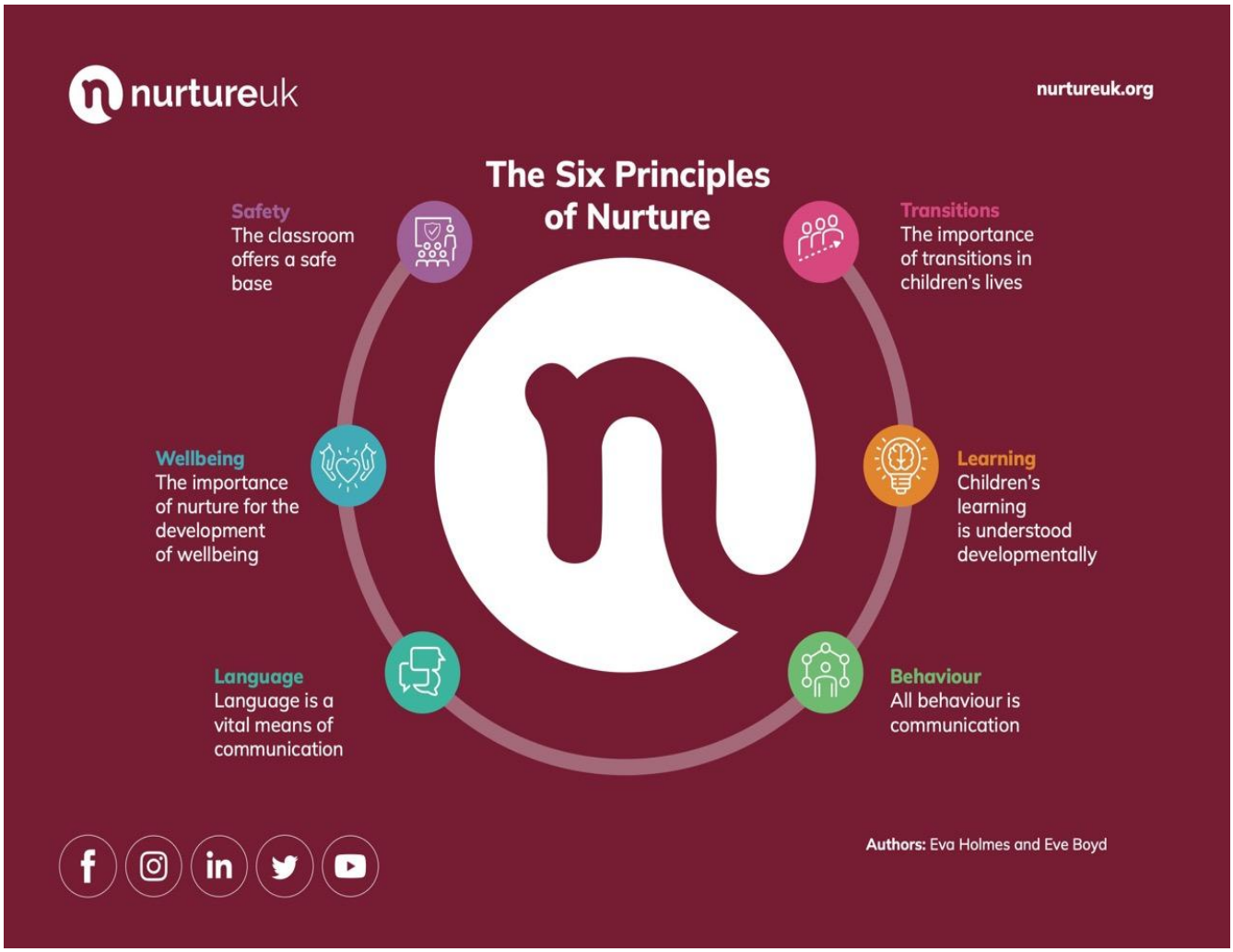
Article 28
You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29
Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30
You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

Article 31
You have the right to play and rest.

Article 39
You have the right to help if you've been hurt, neglected or badly treated.



Equality and Accessibility

Our school aims to treat all pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind. Our school is committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

At Bridgelea we ensure the accessibility of the curriculum, physical environment and information for pupils with special educational needs and disabilities.

Bridgelea Primary School will:

- recognize the potential for vulnerable pupils, reduce barriers to their achievement and inclusion and develop a strong culture for success
- focus on enhancing the life chances of their most vulnerable children
- plan for and teach children with learning needs through a range of proven interventions
- use a range of inclusive teaching strategies
- take an informed view of the possible literacy and mathematic interventions that will be utilized
- ensure effectively support transition of vulnerable children and young people
- evaluate a range of outcomes of their current additional provision and the value for money it provides; make informed decisions about how best to target available funding in the future
- provide professional development for staff and governors
- keep parents and carers informed in line with the school policies and the requirements of the 0 – 25 Code of Practice

The Equality Act defines an individual as disabled if he or she has a physical or mental impairment that has a 'substantial' and 'long term' adverse effect on his or her ability to undertake normal day to day activities.

Bridgelea Primary School will make reasonable adjustments for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils.

Mobile Phone and Smart Device Policy

1. Introduction and Purpose

Bridgelea Primary School is a **mobile phone-free environment by default**. This policy sets out the expectations for pupils, staff, parents, carers, visitors and volunteers regarding the use of mobile phones, smartwatches and other smart devices.

The purpose of this policy is to:

- Promote safeguarding and online safety.
- Protect pupils, staff and visitors.
- Ensure compliance with data protection requirements.
- Minimise distractions to teaching and learning.
- Promote professional conduct.
- Provide clear guidance regarding the use of mobile phones and smart devices within the school community.

Throughout this policy, the term *mobile phone* includes smartphones, smartwatches and any internet-enabled or communication-enabled smart device.

2. Relevant Guidance

This policy is informed by:

- The Children's Wellbeing and Schools Act 2026.
- DfE Mobile Phone Guidance.
- DfE Behaviour Guidance.
- Keeping Children Safe in Education (KCSIE).
- Bridgelea's Safeguarding and Child Protection Policy.
- Bridgelea's Data Protection Policy.
- Bridgelea's ICT Acceptable Use Policy.

3. Responsibilities

All staff, volunteers, contractors and visitors are expected to actively support and enforce this policy.

The Headteacher is responsible for monitoring the implementation of the policy and reviewing its effectiveness.

Staff should challenge any breach of this policy promptly and consistently and explain the rationale for a mobile phone-free environment to pupils and families.

4. Use of Mobile Phones and Smart Devices by Staff

Staff are expected to model appropriate and professional behaviour at all times.

Personal mobile phones and smart devices must not be used whilst pupils are present, except in exceptional circumstances or where authorised for legitimate school purposes.

Personal devices should be:

- Switched to silent.
- Stored securely during the school day.
- Used only in designated staff areas or during non-contact time.
- Used in accordance with safeguarding and data protection requirements.

The Headteacher may approve exceptions where there is a genuine emergency or exceptional personal circumstance. Staff should otherwise use the school office as their emergency point of contact.

Professional Use of Personal Devices

Bridgelea recognises that there are limited occasions when staff may need to use a personal mobile device for school business.

This may include:

- Multi-factor authentication (MFA).
- Accessing approved school systems.
- Recording incidents, accidents or safeguarding information on approved platforms such as CPOMS or Learntrek.
- Emergency procedures.
- Authorised educational visits.

Staff may use personal devices to access CPOMS and Learntrek where this supports timely recording of safeguarding, behaviour or incident information. Staff may also access the school Wi-Fi network when undertaking these tasks.

When using personal devices for professional purposes, staff must:

- Ensure access is for legitimate school business only.
- Maintain confidentiality at all times.
- Use secure passwords and screen-lock facilities.
- Log out of school systems after use.
- Follow the school's ICT Acceptable Use Policy and Data Protection Policy.
- Complete records accurately and promptly.

School-issued devices should be used wherever possible for professional record keeping.

Monitoring and Internet Access

Staff may access the school's Wi-Fi network using personal devices where authorised.

All traffic routed through the school's network is subject to filtering and monitoring through the school's Smoothwall safeguarding and monitoring systems. Staff should be aware that applications, websites and services accessed whilst connected to the school network may be monitored and filtered as part of the school's safeguarding and cyber security responsibilities.

Staff must ensure that any applications running on their device are appropriate for a professional educational setting.

Data Protection and Safeguarding

Personal mobile phones must never be used to:

- Store confidential school information.
- Share safeguarding information.
- Process personal data outside approved school systems.
- Photograph or record pupils.
- Photograph pupil work.
- Record staff or visitors without permission.
- Input confidential information into publicly available Artificial Intelligence platforms.

All photographs, recordings and educational media must be captured using authorised school equipment and stored in accordance with school procedures.

Communication with Pupils and Families

Staff must not:

- Share personal contact details with pupils or families.
- Communicate with pupils using personal messaging services.
- Connect with pupils through personal social media accounts.
- Use personal devices to communicate about school matters.

Communication with parents and carers must take place through approved school systems including Reach More Parents (RMP), school email or school telephone systems.

School-Issued Mobile Phones

Where staff are provided with a school mobile phone, it must only be used for authorised school business.

Staff are responsible for:

- Maintaining confidentiality.
- Keeping the device secure.
- Reporting loss, theft or damage immediately.
- Ensuring all communication remains professional and consistent with the Staff Code of Conduct.

Breaches of the Policy

Failure to comply with this policy may result in disciplinary action.

Serious breaches involving safeguarding, professional boundaries, confidentiality, photography, recording, cyber security or data protection may be treated as gross misconduct and managed under the school's disciplinary procedures.