



DIOCESE OF SOUTHWELL
& NOTTINGHAM

MULTI ACADEMY TRUST

SNMAT

Mobile & Smart Technology Policy

A template for SNMAT academies

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| Policy: | Mobile & Smart Technology Template |
| Approved by: | SNMAT Board of Directors |
| Date: | April 2025 |
| Review Cycle: | Annual |

| Versions: | | | |
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| VERSION | DATE | AUTHOR | CHANGES |
| 2024 | May 2024 | MJH – IT Manager | Initial version. |
| 2025 | April 2025 | MJH | Minor changes, including updating KCSIE references to 2024 and recommending staff use of 3CX on personal devices. |
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EXECUTIVE SUMMARY

In addition to the Diocese of Southwell and Nottingham Multi-Academy Trust (SNMAT) eSafeguarding Policy, the DfE's Keeping Children Safe in Education (2024) guidance stipulates that schools should have a clear policy for staff, pupils and all members of the school community on the use of mobile and smart technology.

[This document provides a template policy for schools to adopt and customise to their own bespoke requirements.](#)

RATIONALE

At SNMAT the welfare and well-being of our pupils is paramount. The aim of the Mobile and Smart Technology Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile and smart devices are effective work, life, and communication tools.

SCOPE

This policy applies to all individuals who have access to mobile and smart technology on school sites. This includes, but is not limited to, staff, volunteers, governors, children, pupils, parents, carers, visitors, and contractors.

The guidelines apply to a wide range of mobile and smart technology that includes mobile phones, tablets, e-readers, games consoles and all other technology such as in-ear headphones, smart watches and fitness trackers that can communicate, connect to the internet or the capability of recording sound and images.

LINKS WITH OTHER POLICIES

This policy should be read in conjunction with:

- eSafeguarding Policy
- Safeguarding Policy
- AI Guidance
- ICT Policy
- Social Media Policy
- Code of Conduct - Parents, Carers and Visitors
- Code of Conduct for School Staff

ROLES AND RESPONSIBILITIES

LOCAL GOVERNING BODIES

It is the responsibility of the governing body to ensure there is management of mobile and smart devices within the school and the school meets the requirements laid out in the DfE Keeping Children Safe In Education (2024) guidance and SNMAT eSafeguarding policies. It is recommended that the Safeguarding Governor includes mobile and smart device monitoring within their remit.

PRINCIPAL/HEADTEACHER

The Local Governing Body delegates the responsibility for dealing with day-to-day management of this policy to the Principal/Headteacher of the academy. They are responsible for ensuring that:

- The effectiveness of this policy within their academy is maintained;
- All staff have read the policy and understand the standards expected of them;
- All staff are aware of the procedures that need to be followed in the event of device misuse.

STAFF

All staff are responsible for ensuring that they:

- Have read and understood this policy;
- Help pupils and parents understand their expectations in regard to this policy;
- Inform any visitors, guests, contractors, etc of their expectations in regard to this policy;
- Direct any questions regarding the content or application of this policy to the Principal/Headteacher;
- Follow the guidance for good practise in the use of mobile and smart technologies;
- Adhere to the expectations of professional conduct.

PARENTS/CARERS

Parents are responsible for:

- Reading and understanding this policy, both for their expectations and that of their children who attend the academy;
- Adhere to the SNMAT Code of Conduct for Parents, Carers and Visitors.

STAFF

PERSONAL DEVICES

Staff should have their phones on silent, vibrate or switched off and **out-of-sight** during class time, preferably securely placed in a bag or left in the school office for the duration of the working day.

Smart watches can be worn, but any camera, voice recording or messaging and call services must be disabled, and the device must be in silent mode.

Device wireless communication services such as Bluetooth or Airdrop should be hidden or disabled.

Staff are not permitted to make or receive calls, or send personal messages, while directly in the presence of a pupil(s).

Staff are not permitted at any time to use their own devices to record images, audio or video whilst on school premises, or take any media relating to school events, staff or pupils. Legitimate recordings and photographs should be captured using school equipment and securely stored.

Use of mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present – such as a staff room or office.

At all times, staff must:

- Ensure devices are insured for loss or damage.
- Ensure devices are secured with PIN or biometric locks.
- Use devices in an appropriate and professional manner.
- Refrain from using personal devices to contact parents or carers.

SPECIAL ARRANGEMENTS

There are circumstances in which a member of staff may have use of their devices during contact time. For instance:

- For emergency contact with a member of family or for illness

In these circumstances, staff should plan so that any key contacts have the school landline number so that emergency messages can be relayed.

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

The Principal/Headteacher will decide on a case-by-basis whether to allow for special arrangements.

WORK USE

In some circumstances, it be me appropriate for use to use their personal devices for work. Such circumstances may include, but aren't limited to:

- Validating multi-factor authentication requirements;
- Emergency evacuations;
- Remaining in contact during off-site or residential visits.

In these circumstances, staff will use their mobile phones in an appropriate and professional manner, in agreement with the Headteacher/Principal line and in-line with the staff code of conduct.

Where available, the 3CX Telephone App should be installed and used on personal phones for work related communications.

DATA PROTECTION

Staff must not use their personal devices to process special category data, or any other confidential school information.

SAFEGUARDING

Staff must not give personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publishing their personal contact details on any social media platform or website to avoid unwanted contact by parents or pupils.

Staff are not permitted to use their mobile phones to take photographs or recordings of pupils, their work, or anything else.

It is acknowledged that in education staff may have children or other family members who attend their place or work or have friends that have children that attend their place of work. It is recognised in these circumstances there will be social communication between the member of staff and parents of other children and members of the Trust community. Where this applies, members of staff are advised:

- To be particularly careful about keeping their social and work communications separate;
- To ensure that all communications are with parents and not with children;
- To inform the Principal/Headteacher so they are aware of the situation.

Only use SNMAT provided systems Office 365, E-Mail and Teams for professional communication with colleagues and refrain from using personal social media platforms such as WhatsApp, SnapChat, Messenger/FaceBook, iMessenger etc.

SANCTIONS

Staff that fail to adhere to this policy may face disciplinary action in-line with academy policy.

PUPILS

PERSONAL DEVICES

Pupils are not permitted to use a mobile phone / or any other external communication device (e.g. a smart watch- that allows external communication) whilst at school.

Any pupil who has a mobile phone for their journey to and from school (as permitted by the academy and provided by a parent) – will need to hand the device into the teacher at the beginning of the day and have it returned at the end.

Smart watches are permitted if the child wearing it uses it only as a watch / fitness monitor. Apps and features such as music, camera, texts, messaging and phone use are not to be engaged with under any circumstance and the device will be confiscated if apps such as these are used.

In-ear headphones such as AirPods, are not permitted to be used whilst at school.

LOSS, THEFT OR DAMAGE

Parents must ensure that children's devices are insured and correctly secured in the event of loss or theft.

In the exceptional cases of a pupil bringing a device into the academy then: pupils bringing must ensure that phones are appropriately labelled so that a member of staff can store the device.

Pupils must secure their phones as much as possible, including using biometrics, passwords or pin codes to protect access to the phone's functions.

The school accepts no responsibility for devices 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.

Confiscated devices will be stored in the school office by a member of the office team and will only be returned directly to a parent.

Lost devices should be returned to the school office. The school will then attempt to contact the owner.

SANCTIONS

All devices brought into the academy (without permission) or not handed into a teacher will be confiscated and only returned to a parent.

The use of a device during the school day will be regarded as a breach of the school's behaviour policy and in addition to device being confiscated, the user of the device will be sent to a senior leader and a call will be made to inform the child's parents of the improper use.

Parents are reminded that where it is deemed necessary and appropriate, searches of mobile phones or personal devices may be carried out in accordance with our eSafeguarding Policy and DfE Searching, Screen and Confiscation guidance.

PARENTS

While we would prefer parents not to use their mobile phones while on-site at school, we recognise that many view their phones as essential means of communication at all times. We therefore will ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones/tablets if there are no parental objections or safeguarding issues, – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

CONTRACTORS, VISITORS AND VOLUNTEERS

All volunteers, committee members, contractors or other external visitors are expected to follow this Mobile and Smart Technology Policy as if a member of staff whilst on the premises.

EXTERNAL BUSINESS

We recognise that for external businesses to operate, access to their own communications devices is necessary. We therefore will ask that external visitors usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment and only used in areas such as the staff room or office.

MONITORING AND REVIEW

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

- Feedback from parents and pupils;
- Feedback from staff;
- Records of behaviour and safeguarding incidents;
- Relevant guidance from the DfE, local authority or other organisations.