Harford Manor School

Foundations For Futures

Mobile Phone and Smart Technology Policy

Date approved by Governors	4th December 2025
Last reviewed by	
Next review date	23rd September 2028
Person(s) responsible for review:	Colin Wheelhouse

1. Introduction and aims **3**
Our policy aims to: 3
2. Roles and responsibilities **3**
2.1 Staff 3
2.2 Governors 3
3. Use of mobile phones by staff **3**
3.1 Personal mobile phones 4
3.2 Data protection 4
3.3 Safeguarding 4
3.4 Using personal mobiles for work purposes 5
Staff using personal mobile devices to access school accounts. 5
3.5 Work phones 5
3.6 Sanctions 6
4. Use of mobile phones by pupils **6**
4.1 Sanctions 6
5. Use of mobile phones by parents, volunteers and visitors **7**
6. The use of smart technology by pupils **7**
7. The use of smart technology by staff, parents, volunteers and visitors **8**
8. Loss, theft or damage **8**
9. Monitoring and review **8**
10. Appendix 1: Template mobile phone information slip for visitors **9**

1. Introduction and aims

At Harford Manor School we recognise that mobile phones, including smart phones, are an important part of everyday life for parents, staff, and many of our pupils as well as the wider school community.

Our policy aims to:

Promote, and set an example for, safe and responsible phone use

Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers

Support the school's other policies, especially those related to child protection and behaviour such as our Whole School Safeguarding Policy

This policy 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

2. Roles and responsibilities

2.1 Staff

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

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 policy.

The Assistant Head is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The school Governing Body is responsible for reviewing this policy.

3. Use of mobile phones by staff

The information below is an example of best practice and is to act as a guide to all staff members. If you have any questions or queries about the information contained then please speak with a member of the Senior Leadership Team.

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, whilst in class or in contact with the children. 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 staff room) during allocated breaks.

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

For emergency contact by their child, or their child's school

In the case of acutely ill dependents or family members

The headteacher/SLT 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 01603 451809 as a point of emergency contact and office staff will pass any messages received on to you directly.

We recommend that staff do not carry personal mobile phones on their person during working hours and that devices are stored securely in an allocated area of the classroom away from pupils. Harford Manor School takes no responsibility for the loss or damage of phones under any circumstances where these guidelines are not followed.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Further information regarding data protection and acceptable ICT use can be found in the school's Data Protection Policy and Online Safety Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils. Further information about this can be found in our Online Safety Policy.

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

Some staff may be required to use their personal mobile phones to act as a form of 'two-factor authentication' such as when logging into CPOMS or

school linked browser and email accounts. Where possible this should be done away from pupils, with as much discretion as possible.

3.4 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 aren't limited to:

- 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 which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office unless in an emergency situation.

Further details about the use of mobile phones during offsite visits can be found below and in our Offsite Visits Policy.

Staff using personal mobile devices to access school accounts.

It is recognised that some staff may wish to be able to access systems such as school email accounts on a personal device. The school recognises that this is an individual's personal choice and does not mandate this. This potentially causes a Cybersecurity risk, in order to mitigate this risk

to access school Google Workspace apps and accounts on a personal device staff must give consent to use the Google MDM policy on their device. This allows the school to remove any accounts and data relating to a school account in the event of loss, theft, damage or the end of employment. Staff must also inform the school at the soonest opportunity if a personal device with school accounts accessible from it is lost or stolen so that these accounts can be remotely wiped from the device.

3.5 Work phones

At certain times, school may issue a staff member supervising a group a work mobile phone. In these circumstances, only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet

Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

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

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

4. Use of mobile phones by pupils

Harford Manor School allows pupils to bring in personal mobile phones and multimedia devices. Parents are to inform the class team. The devices are to be kept in a secure box in the classroom office placed in there at the beginning of the school day and taken out at the end of the school day.

Exceptions to this rule are

Pupils who use a multimedia device such as an iPad or iPod Touch as a communication aid / speech generating device

Pupils using school mobile phones as part of a structured learning exercise

Harford Manor School accepts no responsibility for the loss damage of mobile phones or other electric devices bought into school..

4.1 Sanctions

Harford Manor School does not deem it necessary to specify specific sanctions in relation to the use of mobile phones by pupils in school.

However, the following are examples of inappropriate use that are classified as criminal conduct. The school would take any examples of 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

All families should be aware that staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

Parents visiting school may not be aware of the position or permissions associated with pupils and so should seek permission from a member of staff before taking a photo or recording, even if it is only of their own child.

Parents should not take pictures or recordings of pupils, unless it's a public event (such as a school fair or performance).

Any photographs or recordings taken should be for personal use only, and should not be posted on social media without consent

Mobile phones should not be used by parents, volunteers or visitors in lessons, or when working with pupils

Parents, 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. This may be given in written or verbal form depending on the type of visit taking place.

6. The use of smart technology by pupils

Pupils at Harford Manor School have access to a range of 'smart technologies' with internet access as part of their education across the school, including SMART Boards, laptops, and tablets in addition to mobile phones used for learning purposes.

Access to the internet using these smart technologies provide many benefits to pupils learning but also carry additional risks of harm which can be identified using the 4C's

- content
- contact
- conduct
- commerce / consumer

Each of these categories highlight potential risks of harm that must be minimised to ensure students can use the internet safely.

Harford Manor School aims to incorporate the 4Cs into whole school approaches and lesson planning to help minimise risks to pupils and educate students as appropriate to support and encourage safer internet use

Pupils exposed to any of these identified risks of harm either inadvertently or intentionally will be subject to

Further information on how Harford Manor School uses smart technologies with pupils and refers to the 4Cs to identify and minimise risks can be found in the Whole School Safeguarding Policy and E-Safety Policy

7. The use of smart technology by staff, parents, volunteers and visitors

The same rules regarding the use of personal mobile phones also refer to the use of personal smart technology devices for staff, parents, volunteers and visitors.

All staff, parents, volunteers and visitors using smart technology (either school or personal devices) during the school day are expected to conduct themselves appropriately at all times, including only accessing appropriate content, and not expose pupils to any additional risk factors through their personal conduct.

Further information can be found by referring to the Staff Code of Conduct, the Whole School Safeguarding Policy and E-Safety Policy .

8. Loss, theft or damage

The school accepts no responsibility for any mobile phones of that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from the school. This information will be shared with relevant parties in the following ways

As part of the staff induction process

Within pupil admissions paperwork

Lost phones / devices should be handed to a member of the school office staff who will store the device and attempt to contact the owner.

9. 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 take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority or other relevant organisations

This policy will be submitted for review and approval by the school's Full Governing Body whenever updated or amended.

10. Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones in our school

Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use phones where pupils are present. If you must use your phone please ask a member of staff to identify a suitable location for you

Do not take photos or recordings of any pupils (including your own child) without the express permission of a member of 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 policy is available from the school office.