Mobile Technology & Smart Technology Policy

Vision Statement

Our Ospringe School family's Christian Ethos of Nurture-Grow-Succeed is underpinned by Jesus' Parable of the Mustard Seed. We nurture a joyful, family-centred community where all feel rooted, valued and inspired. Through play and exploration, we foster curiosity, confidence and a lifelong love of learning. Our strong, effective curriculum embraces the richness of Faversham and the wider world. We empower our children to become stewards of creation and be vocal advocates for themselves and others. We create a safe, warm, inclusive nest in our nurturing branches, where children grow in kindness, resilience and wonder ready to flourish as compassionate individuals.





Our Christian Values

Compassion
Forgiveness
Equality
Honesty
Perseverance
Courage

Policy Review		
Last Review	Approved by GB	Next Review Due
September 2026	September 2026	September 2027

Introduction

At Ospringe CE Primary School the welfare and well-being of our pupils is paramount. This policy has been drawn up in the best interests of pupil safety and staff professionalism, on the use of mobile phones in school and whilst working with children.

Policy aims and scope

- The Mobile Technology and Social Media Policy has been written by Ospringe CE Primary School, involving staff, pupils and parents/carers, building on Kent County Councils LADO and Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.
- This policy is based on guidance from the Department for Education (DfE) guidance 'Keeping Children Safe in Education' (KCSIE), 'Mobile Phones in Schools', 'Early Years Foundation Stage' (EYFS), 'Behaviour in Schools Advice for headteachers and school staff', 'Searching, screening and confiscation at school', and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures
- The purpose of this policy is to safeguard and promote the welfare of all members of the Ospringe community when using mobile devices and smart technology.
    - Ospringe CE Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile technology and smart technology.
    - As outlined in our Child Protection policy, the Designated Safeguarding Lead (DSL), Amanda Ralph, Headteacher is recognised as having overall responsibility for online safety.
- This policy supports the EYFS safeguarding and welfare requirement to have clear policies and procedures for the use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart' watches and fitness trackers, which facilitate communication of have the capability to record sound or images.
- This policy applies to all learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors,

visitors, volunteers and other individuals who work for or provide services on behalf of the setting (collectively referred to as “staff” in this policy.

- This policy supports our wider safeguarding and behaviour framework and should be read alongside our behaviour policy. It is intended to help establish and maintain a calm, safe and purposeful environment for all pupils and staff.
- Ospringe recognises that the use of mobile and smart devices is part of everyday life for many pupils, staff and parents/carers. Pupils will be supported to develop an understanding of safe, responsible and appropriate use of technology through an embedded safeguarding approach, including through our curriculum delivery as applicable.

1. Links with other policies

- Our approach to mobile phones and smart devices forms part of our wider behaviour expectations. This policy should be read alongside and is underpinned by Ospringe behaviour policy.
- The policy is aligned with our legal duties and safeguarding responsibilities and supports the creation of a calm, safe and supportive environment where pupils can learn, socialise and seek help without unnecessary distraction, disruption or risk. This policy should be read alongside and is underpinned by Ospringe’s child protection policy.

This policy links with several other policies, practices and action plans, including but not limited to:

- Anti-bullying Policy
- Acceptable Use Policies and the Staff Code of Conduct
- Behaviour Policy
- Use of Images Policy
- Child Protection/Safeguarding Policy
- Curriculum policies, such as: Relationship and Sexual Education Policy (RSE)
- GDPR and Data Protection Policy
- Online Safety Policy
- Social media
- Educational Visits

2. Safe use of mobile and smart technology expectations

- Ospringe CE Primary School recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Ospringe CE Primary community are advised to:
    - take steps to protect their mobile phones of personal devices from loss, theft or damage of such items on our premises.
    - Use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as the toilet areas or areas where children are changing.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of our community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of Ospringe CE Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.
- The school will ensure that appropriate filtering and monitoring systems are in place on all Ospringe provided devices, networks and online platforms, in line with statutory safeguarding guidance, including the Prevent Duty and Keeping Children Safe in Education. For further details, please access our Child Protection Policy

3. Adaptations and reasonable adjustments

- While Ospringe expects pupils not to use or access mobile phones during the school day, we recognise our legal duties where appropriate, to make reasonable adjustments and adaptations to support individual needs. This may include circumstances relating to disability, special educational needs, medical requirements, safeguarding considerations, caring responsibilities or other specific individual circumstances.
    - Ospringe recognises its duties under the Equality Act 2010 and is committed to ensuring that policies relating to mobile and smart technology do not disadvantage pupils with protected characteristics.
    - Maintained schools and academies have a duty under the Children and Families Act 2014 to make arrangements to support pupils with medical conditions, so that they can access education and participate fully in Ospringe life. Where a pupils requires a mobile phone or connected device to monitor or manage a medical condition, the school will consider

how this can be supported safely and proportionately as part of the child's individual healthcare or support arrangements.
    - The school recognises that, in addition to disabilities or medical needs, there may be other exceptional circumstances where pupil requires limited access to a mobile phone or smart devices. Any such circumstances will be considered on an individual basis, taking into account safeguarding, wellbeing and the best interests of the child.
- Any adaptations or reasonable adjustments will:
    - be considered on an individual basis.
    - be proportionate and necessary to meet the identified need.
    - be agreed in advance by the headteacher.
    - be risk assessed and clearly documented.
    - include clear expectations regarding use, supervision and storage of devices.
    - be discussed and agreed with parents/carers and, where appropriate, the pupil before access is permitted.
    - be communicated to relevant staff
    - be regularly reviewed.
- Where access is agreed, this will not usually mean unrestricted use. Arrangements will be limited to the specific purpose, time and location required, such as use in an agreed office or supervised space.
- Adaptations and reasonable adjustments do not make pupils exempt from Ospringe's behaviour and safeguarding expectations. Adjustments will be reviewed regularly to ensure they remain appropriate.

4. School provided mobile phones and devices

- Members of staff will be issued with our school mobile phone in addition to their work email address, where contact with learners or parent/carers is required. (For example, After School Club staff)
- Staff providing formal remote learning will do so using Ospringe provided equipment in accordance with our remote learning acceptable use policy.
- Our school mobile phone will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Where staff are using school mobile phones and devices, they will be informed prior to use via or Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. Staff use of mobile and smart technology

- Staff are expected to model safe, responsible and appropriate use of technology at Ospringe. They must comply with this policy at all times and ensure that the use of mobile phones and other smart devices does not distract from, or compromise, the care, privacy, safeguarding or supervision of children.
- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices will take place in accordance with the law, as well as, relevant policy and procedures, such as confidentiality, child Protection/safeguarding, staff code of conduct, GDPR and data Protection and Acceptable Use.
- All staff are expected to uphold and enforce the school's mobile phone and smart device expectations. Staff must not use personal mobile phones or smart devices for personal reasons in front of pupils during the school day. This supports staff to challenge policy breaches consistently and reinforces the expectations placed on pupils
- There may be limited circumstances where staff use of a mobile phone or smart device is appropriate for agreed professional, operational or safeguarding purposes, for example to use multi-factor authentication, access agreed school systems, support learning, issue rewards or sanctions, or respond to an emergency. Any such use must be in line with leadership expectations, must not compromise supervision or safeguarding, and must not undermine the schools' mobile phone-free expectations for pupils.
- Staff will be advised to:
    - Keep mobile phones and personal devices in a safe and secure place during lesson time.
    - Keep personal mobile phones and smart devices switched off or set to 'silent' mode during lesson times.
    - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times
    - Not use personal devices during teaching time unless written permission has been given by the Headteacher, such as in emergency circumstances.
    - Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents/carers.

    - Any pre-existing links, relationships or circumstances that may compromise this requirement will be discussed with the DSL and the headteacher and be formally recorded.
- Staff will only use school provided equipment (not personal devices):
    - To take photos or videos of learners in line with our image use policy.
    - To work directly with learners during lessons/educational activities.
    - To communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the Headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct and allegations policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

6. Pupils' use of mobile and smart technology

- Pupils will be taught about the risks associated with mobile phone and smart device use, both in school and more broadly. This includes potential loss of focus, disruption to learning, increased risk of bullying or harassment, exposure to harmful or inappropriate content, privacy risks and the impact of online behaviour. They will also be supported to understand the benefits of a mobile phone-free environment, including improved concentration, reduced distraction, stronger peer interaction and a calmer learning environment.
- Learners will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Pupils will be reminded of the school's policy, including the reasons for a mobile phone-free environment and the consequences of not following expectations, at the start of each year and at regular intervals where appropriate.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education

approach using age-appropriate sites and resources. Further information is contained within our online safety policy.

- Mobile phones and/or personal devices will not be used on site by learners. Ospringe CE Primary expect leaners' personal devices and mobile phones to be kept safe and secure when on site. This means they are to be handed in to staff at the beginning of each day, locked in a secure drawer and will be returned at the end of day.
- If a pupil needs to contact their parents or carers whilst on site, they will be able to use a phone in the school office.
    - Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the Headteacher.

- If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted.
    - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by Ospringe.
    - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the pupil and/or their parents/carers before use is permitted.
- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Remote learning Acceptable Use Policy.
- Mobile phones and personal devices must not be taken into examination. Learners found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in withdrawal from either that examination or all examinations.
- Any concerns regarding learners use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
    - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy.
    - Searches of mobile phone or personal devices will be carried out in accordance with the DFE 'Searching, screening and confiscation' guidance.
    - Learners' mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies

    - Mobile phones and devices that have been confiscated will be held in a secure place in the school office and released to parents at the end of the day.
    - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
    - Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
    - Where there is a concern that a child is at risk of harm, we will contact/respond in line with our child protection policy.
    - If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

5.1 Searching, screening and confiscation of electronic devices

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding children's use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
- Staff may confiscate a child's personal mobile or smart technology device if they believe it is being used to contravene our school policies, for example our child protection or behaviour policy.
- Personal mobile or smart technology devices that have been confiscated will be held in a secure place and released to parents/carers.
- Where a concern involves potentially indecent images/videos of children, including images/videos generated by Artificial Intelligence (AI), on a child's personal mobile or smart technology device, staff will respond in line with our child protection policy; they will confiscate devices, avoid looking at any content and refer the incident to the DSL (or deputy) urgently.
- If there is suspicion that data or files on a child's personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be confiscated and handed over to the police for further investigation.

- If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance.
- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The DSL (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour policy.
- The DSL (or deputy) will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.
    - In determining whether there is a 'good reason' to examine images, data or files, the headteacher or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
    - In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
    - If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors. Including volunteers and contractors, are expected to ensure that:
    - Mobiles are only used on site when not working directly with children.

    - Appropriate signage and information is in place, when signing in to school at the school office, to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
    - Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
    - If visitors require access to mobile and smart technology, for example when working with learners as part of a multi-agency, this will be discussed with the Headteacher/DSL prior to use being permitted. Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by Ospringe CE Primary School. This may include undertaking appropriate risk assessments if necessary.
    - Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL/Headteacher of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Ospringe CE Primary School will review this policy at least annually. This policy will be revised following any national or local policy updates, any local concerns and/or changes to our technical infrastructure.
- We monitor internet and technology use taking place via all Ospringe provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied. Full information about the appropriate filtering and monitoring systems in place are detailed in our Child Protection Policy. Any issues identified as part of the implementation of our monitoring approaches will be incorporated into our action planning.
- All members of the community will be made aware of how Ospringe will monitor policy compliance through our Acceptable Use Policies.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.

- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Parents and staff will be informed of our complaints policy and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from the Local Authority or other agencies, as appropriate, in accordance with our child protection policy.