ST IVES

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MOBILE DEVICES

Mobile Devices Policy

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	DATE	NAME
AUTHORISED	January 2026	Kay Goldsworthy
POLICY REVIEWED	January 2026	Kay Goldsworthy
NEXT REVIEW DATE	January 2027	

Policy Statement

At St Ives School, the safeguarding and well-being of our school community is paramount.

The aim of the Mobile Devices Policy is to recognise the benefits of modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust guidelines for mobile device users. This policy refers to ALL mobile communication devices with the capacity to be used as a form of communication, either through the device itself or any application stored on the device. This includes smart phones such as iPhones and Android phones and other 4G, 5G and Wi-Fi enabled devices such as tablets and e-readers.
This policy applies to all members of our school community, including those in our EYFS setting. St Ives School seeks to implement the policy through adherence to the procedures outlined in the rest of this document.
St Ives School is fully committed to ensuring that the application of this Mobile Digital Devices Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.
This document is available to all interested parties on our website and from the Main Office and should be read in conjunction with the following documents:

- Behaviour Policy
- Anti-Bullying Policy
- Provision of Information Policy.
- Staff BYOD policy
- Data Protection Policy.
- E safety policy.

This document is reviewed annually by the Head (Kay Goldsworthy) or as events or legislation change requires.
The next scheduled date for review is January 2027.

Scope

This policy applies to all individuals who have access to personal mobile devices on site. This includes staff, volunteers, children, young people, parents, carers, visitors and contractors.

Personal Mobile Devices - Staff

In school, staff are not permitted to make/receive calls/texts during class / contact time with children. Emergency contact should be made via the school office.

Staff should have their mobile devices on silent or switched off and out of sight (e.g. in a drawer, bag) during class/ contact time with children.

Use of devices (including receiving/sending texts and emails) should be limited to times when the staff member does not have class time/ contact with children e.g. in a non-contact period or break, in the staff room or in an empty classroom.

Mobile devices should not be used in a space where children are present (e.g. corridor, playground) except in exceptional circumstances for purposes critical to the smooth running/safety of the school as determined by the Headteacher (e.g. calls by designated individuals regarding safety, security, technical issues, etc).

Any two-factor identification should be, where possible, inputted outside of pupil contact times.

It is also advised that staff security protect access to functions of their device and security mark their devices.

In exceptional circumstances (e.g. where a person is waiting for news from the hospital of an acutely sick relative), then staff should make the Headteacher aware of this and a plan for communication will be made on an individual basis.

BYOD should be only used for Office 365 applications or associated schoolwork and not as a substitute for conventional communication pathways such as telephonic communication. Parents should be contacted professionally through the school phone system or by school email. Past pupils under the age of 18 should not be contacted directly at all.

Use of Mobile Devices: Guidelines for Staff Use (Photographs and Videos)

Staff working in the EYFS setting must not use their personal devices (cameras, mobile 'phones) to take photographs or videos of children in the EYFS setting for any reason. Only school devices may be used.

Throughout the school, recordings and photographs taken by any member of school staff should be captured using school equipment such as the school mobile cameras, digital cameras, chromebooks and ipads.

All staff must under no circumstances ever use or take any photographs of pupils for anything other than strictly professional and legitimate purposes. Photographs taken should only be stored within the school Microsoft Office 365 files. Photographs of pupils may only be posted for acceptable school reasons such as marketing on the school's website or other school managed social media platforms, where parents have given consent and only uploaded to social media by those designated by the headteacher to do so. Photographs may also be uploaded to secure systems such as Tapestry with parental consent. Before printing photographs of pupils in any external publication (e.g. local or national newspapers), parents must have given permission.

Appropriate and Inappropriate Use of Mobile Devices and Sanctions for Misuse

Staff should report any usage of mobile devices by any party that causes them concern to the Headteacher / DSL as appropriate.

The school will apply appropriate sanctions to any pupil or member of staff who uses a mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images.

Mobile Devices for work related purposes offsite

We recognise that mobile devices provide a useful means of communication on offsite activities such as fixtures and residential trips.

However staff should ensure that:

Mobile use on these occasions is appropriate and professional e.g, rearranging bookings. accommodation/transport/catering, etc, sorting emergency situations out of school hours.

Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) in relation to the trip or post photographs of other's children on social media.

Personal Mobile Devices - Pupils

We recognise that mobile devices are part of everyday life for many children. However, we also recognise that they can prove a distraction in school and can provide a means of bullying and opportunities for misuse. St Ives School discourages pupils from bringing mobile devices to school; however, it understands that this may be, on occasion, unavoidable. In such circumstances the following procedures must be followed.
The device must be handed in, switched off, to the Office first thing in the morning and collected from them by the child at home time.

The school will take every reasonable care; however, the device is left entirely at the owner's own risk. St Ives accepts no responsibility for lost or damaged devices, however caused. The device should be stored in the school safe.

If a pupil's mobile device is discovered not handed in, it should be confiscated, put in the safe and a member of the Senior Management Team informed. This applies too if a pupil is found using their phone or other mobile device. A sanction should be given in line with the Behaviour policy.

4G/5G or Wi-Fi enabled devices of any description, including mobile phones, iPods or iPads must never be taken into examinations or assessments by pupils or staff.

Pupils are not allowed to bring their own mobile devices on school trips.

Pupil should not use any cloud-based systems other than their school office 365 account or other school approved applications during the school day, or on fixtures or trips, even on school devices. They should not use social media platforms to post information about their specific location or current activity. In doing so pupils could affect their personal safety or that of those they are with.

Personal Mobile devices: Volunteers, Visitors, Parents, Governors and Contractors.

Volunteers, Visitors, Parents, Governors and Contractors should adhere to this policy as it relates to staff. We are aware, however, that parents may wish to use a personal mobile device to photograph or video while attending their child's performance or other school event– if this is the case, we request that parents do not publish images/video (e.g. on social networking sites) that include any children other than their own.

School photographers using their own technology and any systems to which photographs are uploaded such as Tapestry will be subject to UK GDPR compliance. Photographs and videos on Tapestry are shared with parents using their individual log-in and account to access only their own child's photographs and videos.