Highclare School

Policy for Mobile Devices, Cameras and Wearable Smart Devices

This policy applies to all sections of the school including EYFS, TOPS and Holiday Care Groups and is available to all parents and prospective parents on the website and from the school office on request

This policy applies to all individuals who have access to personal or work-related mobile devices on site. This includes all staff, volunteers, committee members, young people, parents, carers, visitors and community users. This list is not exhaustive.

This policy covers all mobile devices such as mobile phones, tablets, smartwatches, smart glasses, rings and any other device with an inbuilt camera and/or capability to record. These items are included as examples. This list is not intended to be exhaustive.

The aim of the Mobile Device Policy is to promote safe and appropriate practice through the establishment of clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices and cameras are effective communication and organisation tools.

Any person who witnesses a breach of this policy should report this directly to the relevant safeguarding colleague on each site in line with the school safeguarding procedures.

Personal Devices

In the interests of equality, and to further promote safety, this guidance applies to any individual who has a mobile device / camera / smart wearable device on site, including parents, staff, volunteers and visitors.

PLEASE NOTE:

- No personal mobile devices / cameras / wearable devices which can record should be taken into Pre-School or Reception Classrooms under any circumstances.
- No mobile devices / cameras / wearable devices which can record should be taken into changing rooms, pupil toilets, medical rooms or examination halls under any circumstances.
- Staff are only permitted to take photographs of pupils using school phones / IPads / cameras and must not use their personal mobile devices / cameras to photograph pupils.

Wearable Smart Technology and Recording Eyewear

- • Visitor Declarations: All visitors and contractors must declare if they are wearing smart glasses or recording eyewear upon signing in at reception.
- • Removal on Site: Visitors will be required to remove the device and store it securely with their personal belongings or leave it at reception for the duration of their visit.
- • Staff Use: Staff are not permitted to wear or use smart glasses or wearable recording eyewear during directed time, in the presence of students, or in any communal areas of the school.

Prescription Smart Glasses: Staff and pupils who require prescription lenses must wear standard, non-electronic eyewear while on school grounds. Smart glasses with prescription lenses are not permitted as an alternative to regular glasses under any circumstances.

Parents, visitors and contractors: Mobile phones

- Parents, visitors and contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others e.g. the staffroom or school office unless prior arrangement has been made with the senior leadership
- The school will allow parents to photograph and video their own children in a school production using a mobile device, but parents who do so are respectfully requested not to share any of these images on any social media.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Pupils

In line with Government Guidance February 2026, Highclare School is a mobile phone free environment.

- Senior Pupils (U3-U5) may bring a mobile phone / device to school with the proviso that these are switched off before entering the school building and handed into their form teachers during registration.
    - They will be signed in by the pupil, placed in their named phone / device pocket (provided by the school) and locked in the phone / device safe in their form room.
    - At the end of the school day phones / devices are re-distributed by form teachers after the pupil has signed them out.
    - Phones / devices are to be kept switched off until pupils exit the school building.
    - If a pupil fails to hand in their phone / device or is seen to be using it during the school day, a Head's detention may be issued in accordance with the School's Behaviour Policy.
- Sixth Form pupils are only allowed to use their phones in the Sixth Form area and for payment use. Sanctions will be imposed if mobile devices are used outside of this restriction.
- This rule has been in existence since 2009 and existing pupils are aware of the rules regarding mobile phone / device use. New pupils will be made aware of this during the induction process.

Staff Protocol

- Staff are only permitted to take photographs of pupils using school phones / IPads / cameras and must **not** use their personal mobile devices / cameras to photograph pupils.
- Staff should not use personal mobile devices whilst moving about the school and should restrict their use to the staff room or private offices. Under no circumstances is it permissible to use a personal mobile device in front of pupils.
- Staff should ensure that their personal mobile devices are "off" or on "silent" and out of sight during lesson times.
- Staff should use the main school telephone number at the relevant site as their main emergency contact number. In case of emergencies, messages will be relayed directly to staff by the office staff.
- Staff should not to give their home telephone number or their mobile phone number to pupils.
- All communication with pupils should be made using school email or Highclare Virtual.

Work mobiles

- The use of a designated work mobile is promoted as it is:
    - An essential part of the emergency toolkit which is taken on off-site trips.
    - An effective communication aid, enabling text, email messages and calls to be made and received.
    - A back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.
- No personal phone calls should be made on a work mobile phone unless in the case of an emergency whereby the Business Manager should be informed at the earliest opportunity.
- Under no circumstance should personal photographs or videos be taken using a school mobile phone.
- The downloading of music onto a school mobile phone is prohibited.
- Work mobile phones should not be used in any classrooms except in an emergency or technical situation which may necessitate use by Facilities and / or ICT staff.

Driving

If any member of staff is required to drive in a working capacity and has a work mobile, the phone should usually be switched off unless it is being used for navigation purposes, or on a trip where pupils or parents might be using the number as an emergency contact, in which case it must be able to be viewed/heard in a safe, hands-free manner. Where possible, calls should only be made / taken when it is safe to do so and the vehicle is stationary. It is strongly recommended that staff follow the same procedures regarding their own personal mobile phones.

School mini-bus drivers have their own handbook and guidance regarding the use of mobile phones as contact may be necessary during the course of the journey.

We point out that it is a criminal offence to use a handheld mobile device whilst driving a vehicle.

Written by:	Review Cycle	Most Recent Review
SR	Three yearly	September 2026