



Mobile Technology Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

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Version Approved: July 2026

Chief Executive Officer (CEO) Approved:	Summer Term 2026
Name of Responsible Committee/Individual:	Board of Trustees
Implementation Date:	Summer Term 2026
Review Date:	Summer Term 2029

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Introduction

Statutory guidance from the Department for Education stipulates that all schools should be mobile phone-free environments by default; anything other than this should be by exception only. The use of mobile phones and other smart technology with similar functionality to mobile phones (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) is prohibited throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile 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 safeguarding, child protection and behaviour
- Support and develop children's learning and understanding of our whole school online safety rules;
- Support parents and carers in understanding the issues and risks associated with children's use of digital technologies.

Roles and responsibilities

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 Headteacher is responsible for holding staff and pupils accountable for its implementation.

Parents and carers have an important role in supporting the school's policy on prohibiting the use of mobile phones.

Use of mobile phones by staff

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, while children are present/during contact time.

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 workspaces and meeting rooms).

There may be exceptional circumstances in which it is appropriate for a member of staff or volunteer to use 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.

Smart Glasses

Staff and volunteers are not permitted to wear smart glasses on school sites.

Data protection in work

Staff must not use their personal mobile phones to process work related communications between employees.

Microsoft Teams is enabled to allow messaging, telephone calls and online meetings. The use of third-party messaging applications for work or communication between employees, other than by Teams, is not appropriate. Social media applications such as What's App that utilize metadata processing, enable the sharing of confidential data, plus delete communications, have GDPR risks, and do not enable transparency and accountability. All communication is subject to Freedom of Information or Subject Access Requests.

More detailed guidance can be found within the school's GDPR policy or acceptable use policy.

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.

Staff must not use their mobile phones 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.

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 visits
- 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 or the 'no caller ID' facility be enabled.

Mobile phones supplied by the Wonder Learning Partnership

Mobile phones are provided primarily for the following circumstances:

- the need for the employee to be contactable and to contact others for WLP business purposes;
- if the job requires out of hours contact;
- if following a risk assessment, a risk to personal safety exists which in part may be addressed by access to a mobile phone;

In determining whether a mobile phone is required, the following factors will be considered:

- whether the employee has other communications facilities which satisfy the communication need;
- whether the employee could share a mobile phone with other employees;
- whether another mechanism would satisfy the communications requirement;
- affordability.

Eligibility for a mobile phone provided by the WLP will be assessed by managers prior to authorisation by the Chief Operating Officer.

All users of a WLP provided mobile phone must use the device responsibly, lawfully and in accordance with the terms of this policy. Such a mobile phone must not be used in any way which is inconsistent with carrying out your job or might conflict with the WLP's interests.

Users must use the device for WLP business only, and in compliance with the WLP's Acceptable use policy and Information security policy.

Specifically, mobile phones must not be used to access, use or distribute any material, or to participate in any activity which is, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to other users. The following list gives examples of the sort of material or activities will be regarded as unacceptable. It is not exhaustive:

- bullying or harassment.
- personal insults, attacks or abuse.
- racist or sexist activity.
- chain letters or games.
- pornography.

A WLP mobile phone must not be used to:

- place orders for goods or services (unless authorised to do so).
- carry out any business activity either for yourself or on behalf of someone else.
- upload, download or otherwise transmit commercial software or other material, in violation of its copyright.

If you identify any abuse or misuse of the mobile phone you must report it to your manager immediately.

The WLP is able to and reserves the right to monitor phone communications on a WLP mobile device and can ask for the device to be returned at any point.

Personal Use of WLP Mobile Phones

The WLP provides mobile phones to help you to carry out your job. Use of the mobile phone for personal business is not permitted, except in emergency. Any such use should be declared as soon as practicable.

Downloads of any materials such as applications or ring-tones are not permitted as viruses can often be embedded in these materials, hence rendering the mobile phone provided by the WLP inoperable.

Monitoring of WLP Supplied Phones

The WLP continuously monitors the use of mobile phones. It does this to:

- identify unauthorised, improper or criminal use of the facilities.
- identify breaches of this policy.
- where mobiles have internet/email access, maintain the security and confidentiality of its information technology systems.
- help maintain the effective operation of these systems.
- check service standards.
- allow managers to control revenue spend.
- To ensure appropriate usage. To achieve these purposes the WLP monitors:
 - call records via invoices & management reports.
 - internet downloads, data volumes, and times and dates.

Mobile Phone Security

Relevant care should be taken to ensure that mobile phones are kept securely and not left on display in cars etc. Damage or loss arising from negligence may result in the user being required to pay for a replacement. Security lock codes should be used where available to prevent misuse of WLP mobiles.

Voicemail

Users should ensure their voicemail is set-up as detailed in the handbook supplied with their mobile. Not only is this convenient, but it is also essential to have this set up in advance in case a call should come in while the mobile phone user is driving.

Use while driving

Mobile phones must not be used while driving unless the user believes they can safely* take a call using a 'hands-free' device. Voicemail should be relied upon to answer the call whilst driving if this is not the case - the user can then take the message when safe and legal to do so. The advice from the Royal Society for the Prevention of Accidents' advice can be viewed at <https://www.rospa.com/>

**RoSPA's advice also states that car handsfree kits should not be used while driving as it only slightly reduces the risk to the driver.*

Downloading Software

Downloading software beyond the standard IT packages utilised by the WLP is not permitted without prior written permission. This is to protect the WLP's equipment from viruses,

malicious software or financial liabilities beyond those built into the contract with the mobile phone service provider.

Lost or Stolen Mobiles

Mobile 'phone users should report lost or stolen mobile 'phones directly to the service provider to limit the WLP's liability for use of the handset.

Simply call 150 from an EE handset or 07953 966 250 from any other phone (at local rates)

In addition to reporting this directly with the network provider, you must also inform your line manager.

Redundant or Surplus Mobile Phones

Once a mobile phone has been replaced or upgraded due to age, or where a mobile phone becomes surplus, it must be returned to the Chief Operating Officer.

Breaches of the Policy

Employees who do not follow the terms of this policy will be liable to disciplinary action and, depending on the nature of the breach, may also be liable to legal proceedings. Non-employee users of the facilities who breach the policy may have their access to the facilities withdrawn and, depending on the nature of the breach, may be subject to legal proceedings.

Use of mobile phones by pupils

Primary Schools

We strongly discourage pupils from bringing phones to school. However, we understand that with increased independence, pupils in years 5 and 6 who travel to school by themselves are allowed to bring a mobile phone to school.

They must switch their phone off and store it in line with each school's guidelines. Pupils should not use their mobile phone during the school day.

If a pupil is in breach of this policy, their phone may be confiscated in line with DfE guidance, and their parent/carer may be asked to collect it from the school office. Other sanctions may be applied in line with the school's behaviour guidance.

Secondary Schools

We strongly discourage pupils and students from bringing phones to school. However, we understand for safety purposes travelling to and from school; a phone may be necessary.

All pupils and students are expected to turn off their phones whilst on school site.

Phones should be switched off and kept in bags or lockers at all times. If pupils are in breach of this policy, their phone will be confiscated in line with DfE guidance and further sanctions may be applied in line with the school's behaviour guidance. Parents may be asked to collect the phone from the school office.

Sixth Form students may have access to their phones in the designated areas set by the school.

Pupils with medical conditions, such as diabetes, that are monitored via their mobile phone are exempt from these expectations to the extent that they use their mobile phone for this purpose only.

Smart Watches and Smart Glasses

Many smart watches and smart glasses have the same capabilities as mobile phones and allow photographing, filming, communication via text and through social media.

Pupils and students are not permitted to bring smart watches or smart glasses to school. They should instead bring conventional versions of these items for use in school, if needed. If pupils are in breach of this policy, their smart watch or smart glasses will be confiscated in line with DfE guidance and further sanctions may be applied in line with the school behaviour guidance. Parents may be asked to collect the item from the school office.

In all schools, pupils needing to contact their parents during the school day must do so through the school office by alerting a member of staff. Contacting parents or carers via their own mobile phone, without a member of staff's permission, is not permitted.

Safeguarding

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. School staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. Certain types of conduct, bullying or harassment can be classified as criminal conduct.

The Wonder Learning Partnership takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to: Sexting 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

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:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Parents, visitors and volunteers will be reminded of the rules for mobile phone use when they sign in at reception or attend a public event at school

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Smart Glasses

Parents and carers are not permitted to wear smart glasses on school sites.

Loss, theft or damage

- Pupils bringing phones to school must ensure that phones are appropriately labelled (primary only) and are stored securely when not in use.
- Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- The school accepts no responsibility for mobile phones or other technology 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 phones and other technology will be stored securely by the school until such time as they are collected by pupils, parents or carers.

Lost phones and other technology should be returned to the school office.

Appendix 1: Code of conduct for pupils

We strongly discourage you from bringing your mobile phone to school. If you choose to bring your mobile phone to school, you must follow these expectations:

1. **Primary children:** You must hand your phone in as soon as you enter your classroom. (Phones must not be stored in school bags during the day)
Secondary children: Phones must be switched off and not used during the school day. Phones may be used in designated areas (Sixth Form only).
2. Phones must be switched off (not just put on 'silent').
3. Smart watches and smart glasses are not permitted on school site. If needed, please bring conventional versions of these items to school instead.
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's passwords or access codes with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
 - d. Gaming
9. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting' or sending inappropriate images.
10. School rules against bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Sixth Form students may use their mobile phones only in designated areas of the school. Students must not use their mobile phones in any other area.

13. If you need to contact a parent or carer during the school day, you must speak to a member of staff, who will arrange for you to speak to your parent or carer or will contact them on your behalf.
14. You must comply with a request by a member of staff to switch off, or turn over, a phone, smart watch or smart glasses. Refusal to comply is a breach of the school's behaviour policy and will be managed accordingly.