

Greenford School



MOBILE DEVICES AND WEARABLE TECHNOLOGY POLICY

Reviewed and Agreed: October 2026
Next Review Date: October 2027

Rationale

At Greenford CE Primary School, *"Growing together, preparing for life"* means helping children to use technology safely, responsibly and appropriately.

"Let your light shine" (Matthew 5:16), encourages us to make choices that show respect for ourselves and others.

Personal mobile and smart technology can support safety outside school, but during the school day it can also create distraction, interrupt learning, enable unmonitored communication and create safeguarding, privacy and online-safety risks. The school therefore provides a mobile phone-free environment for pupils during the school day.

Introduction

At Greenford Primary School the welfare and well-being of our pupils is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practise through establishing clear and robust acceptable user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile devices are effective communication tools. It is recognised that it is the enhanced functions of many devices that causes the most concern, offering distractions and disruptions to the working day, and which are most susceptible to misuse – including the taking and distribution of inappropriate images and bullying. This policy refers to mobile devices owned by school and personal devices owned by staff and children.

Mobile Phones

- Adults should not use personal mobile phones for personal purposes in classrooms or whilst working with or supervising children. Phones should normally be kept away.
- Personal mobile phones may be used where there is a legitimate school, safeguarding or emergency purpose, for example on an educational visit, when contacting the school or another member of staff, accessing directions, or responding to an emergency.
- Personal mobile phones must not be used to photograph, film or record pupils. School-owned devices must be used for this purpose, in accordance with the school's safeguarding and online safety procedures.
- Children who bring mobile phones to school must turn them off and leave them in the school office and collect them at the end of the school day. Their use is not permitted anywhere on the school site and they may only be used once the child has left the premises, including the car park and paths within the school grounds.

iPads

As a school we recognise the benefits of mobile technologies and have invested in iPads to enhance teaching and learning. All users must adhere to the terms set out in the acceptable use agreements set out in the e-safety policy. In addition:

- Children should not use iPads without adult supervision and it is the supervising adults responsibility to monitor what is being viewed on screen. This is to ensure content displayed is appropriate in the event inappropriate content bypasses our filtering system.
- iPads must be kept in the protective cases unless a teacher or other adult has specifically requested them to be removed.
- Only a soft cloth or approved screen cleaning solution is to be used to clean the iPad screen.

- iPads should not be exposed to extremes of heat or cold.
- Any accidental damage to an iPad should be reported immediately to the ICT coordinator, ICT technician or head teacher.
- Users may not photograph any other person without that persons' consent.
- iPads are subject to routine monitoring and maintenance by the ICT technician. Devices must be surrendered immediately upon request.
- Items deleted from the iPad cannot be recovered.
- **Accessing inappropriate materials** – all material on the iPad must adhere to the conditions set out in the acceptable use agreements.
- **Illegal activities** – use of the school internet for financial or commercial gain by any user is prohibited.
- **Malicious use/vandalism** – any attempt to destroy hardware, software or data will be subject to disciplinary action.
- **Apps** – apps intended for use by adults and children to enhance learning, have been added by the ICT coordinator or ICT technician. These must not be removed without prior permission. New apps must not be added without the permission of the ITC coordinator or head teacher.
- For all mobile technologies, filtering will be applied to the internet connection and attempts to bypass this is not permitted.

Wearable technology

Pupils may wear an ordinary watch, preferably analogue.

Smart watches and other wearable devices with functionality similar to a mobile phone must not be worn or accessed during the school day. This includes devices capable of calls, messaging, receiving notifications, internet access, photography, audio recording or video recording.

If such a device is brought to school, it must be switched off and handed to the school office on arrival, in the same way as a mobile phone.

Staff

Staff may wear smartwatches and other wearable technology. However, personal smart devices must not be used for calls, messaging, internet access, photography, video or audio recording while staff are responsible for pupils, except in an emergency or where their use has been specifically authorised. Notifications should be silenced or configured so that they do not cause distraction during teaching and supervision.

Personal devices must never be used to photograph, film or record pupils.

Reasonable Adjustments

The school recognises that some pupils may need access to a mobile phone or smart device because of a disability, medical condition or other exceptional individual circumstance. Any arrangement will be agreed with the Headteacher and, where appropriate, the SENCo and parents. It will specify the purpose, times and locations in which the device may be used.

For example, a pupil may need a connected device to support the management of a medical condition. The school will make reasonable adjustments in accordance with its legal duties.

Loss or damage

Personal devices are brought onto the school site at the owner's risk. The school will take reasonable care of devices handed in for storage but cannot accept responsibility for loss or damage.

Repeated breaches

Where a pupil repeatedly fails to follow the school's expectations regarding mobile phones or other personal smart devices, the school may withdraw permission for the pupil to bring the device onto the school site. Parents/carers will be informed if this becomes necessary. Any exceptions required for medical, SEND or other agreed individual needs will continue to be considered separately.

Signed.....**Signed**.....**Date**.....**Date**.....**Chair of Governors****Headteacher**