Altrincham CE
Aided Primary School

ALTRINCHAM CE PRIMARY SCHOOL

"Grow Strong and Bear Fruit"

Mobile Phone and Smart Technology Policy

Ensuring consistency with the school's Acceptable Use Policy, Artificial Intelligence (AI) Policy, Safeguarding Policy and Keeping Children Safe in Education (KCSIE) 2026 guidance

Approved by:	**Full Governing Board**
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1. Introduction and Aims

At Altrincham CE Primary School, we recognise that mobile phones and smart technology form part of everyday life. However, we believe that school should provide a safe, distraction-free environment where children can learn, play and develop positive relationships without unnecessary access to personal technology. (amended Sept 26)

The Department for Education's guidance states that schools should operate as mobile phone-free environments by default. Altrincham CE Primary School therefore prohibits the use of mobile phones and similar smart devices by pupils throughout the school day unless exceptional permission has been granted. (amended Sept 26)

This policy applies to:

- Mobile phones
- Smart phones
- Smart watches
- Smart glasses
- AI-enabled wearable devices
- Recording devices
- Any technology capable of communication, internet access, photography, video recording, audio recording or artificial intelligence functionality. (amended Sept 26)

Our aims are to:

- Provide a safe environment for children and staff.
- Protect children from safeguarding risks associated with technology.
- Prevent disruption to learning.
- Protect personal data and privacy.
- Promote responsible use of technology.
- Ensure consistency across the school community. (amended Sept 26)

2. Relevant Legislation and Guidance

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE) 2026
- DfE Mobile Phones in Schools Guidance
- DfE Behaviour in Schools Guidance
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Education and Inspections Act 2006
- Searching, Screening and Confiscation Guidance
- Altrincham CE Primary School Safeguarding Policy
- Altrincham CE Primary School Acceptable Use Policy
- Altrincham CE Primary School AI Policy
- Staff Code of Conduct
- Behaviour Policy. (amended Sept 26)

3. Roles and Responsibilities

3.1 Staff

All members of staff, including teachers, support staff, supply staff, contractors and volunteers, are responsible for consistently enforcing this policy. (amended Sept 26)

Volunteers must report any concerns or breaches to a member of staff immediately and must not search for or confiscate devices themselves. (amended Sept 26)

3.2 Head of School and Senior/Middle Leaders

The Head of School is responsible for:

- Implementing this policy.
- Monitoring compliance.
- Ensuring staff receive appropriate safeguarding training.
- Reviewing the policy annually.
- Taking action where breaches occur. (amended Sept 26)

3.3 Pupils

Pupils are expected to follow all rules relating to mobile phones and smart technology and cooperate with school staff where concerns arise. (amended Sept 26)

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4. Use of Mobile Phones and Smart Technology by Staff

4.1 Personal Mobile Phones and Wearable Devices

Staff must not use personal mobile phones while children are present, including for checking messages, making calls or checking the time. (amended Sept 26)

Personal devices may only be used:

- During breaks.
- During non-contact time.
- In areas where pupils are not present, such as offices or staff rooms. (amended Sept 26)

Smart glasses, recording wearables and other AI-enabled wearable devices must not be worn while teaching, supervising children or moving around the school site when pupils are present. These devices must be stored securely and out of sight during contact time. (amended Sept 26)

Exceptional arrangements may be approved by the Head of School where there are urgent personal or medical circumstances. (amended Sept 26)

4.2 Data Protection and Artificial Intelligence

Staff must not use personal devices to process confidential school information. (amended Sept 26)

Staff must not enter personal, sensitive or confidential school data into publicly available artificial intelligence systems or generative AI tools unless specifically approved by the school and covered by appropriate security and data protection arrangements. (amended Sept 26)

All AI use must comply with the school's AI Policy and Data Protection procedures. (amended Sept 26)

4.3 Safeguarding

Staff must not:

- Give personal contact details to pupils or parents.

- Connect with pupils through social media.
- Photograph or record pupils using personal devices.
- Use messaging apps to communicate with pupils. (amended Sept 26)

Where photographs are required for educational purposes, only school-approved devices may be used. (amended Sept 26)

4.4 Use of Personal Phones for Work Purposes

In limited circumstances staff may use personal devices for:

- Multi-factor authentication.
- Emergency situations.
- Educational visits.
- Residential visits where no school device is available. (amended Sept 26)

Any such use must remain professional and comply with safeguarding requirements. (amended Sept 26)

4.5 Sanctions

Failure to comply with this policy may result in disciplinary action. (amended Sept 26)

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5. Use of Mobile Phones and Smart Technology by Pupils

Altrincham CE Primary School operates as a mobile phone-free environment. (amended Sept 26)

Pupils must not use:

- Mobile phones
- Smart phones
- Smart watches
- Smart glasses
- AI-enabled wearable devices
- Recording devices

during the school day. (amended Sept 26)

Mobile phones and smart technology are not permitted:

- During lessons.
- At breaktimes.

- At lunchtime.
- During before-school clubs.
- During after-school clubs.
- On school trips or residential visits unless expressly authorised by the Head of School. (amended Sept 26)

5.1 Exceptional Circumstances

Permission may be granted in exceptional circumstances, including:

- Medical needs.
- Diabetes monitoring.
- SEND or accessibility requirements.
- Young carers.
- Other exceptional safeguarding circumstances. (amended Sept 26)

Any approved device must:

- Be agreed in advance by the Head of School.
- Be handed to the class teacher and then on to the school office immediately on arrival.
- Be switched off or on silent.
- Remain stored securely throughout the day.
- Be collected from the office at the end of the day. (amended Sept 26)

Medical or accessibility devices must be supported through an appropriate healthcare plan or SEND provision where required. (amended Sept 26)

5.2 Sanctions and Search Procedures

If a pupil is found in possession of a prohibited device:

- The device will be confiscated.
- It will be secured in the school office.
- Parents/carers will be contacted.
- The device will be returned only to a parent or carer. (amended Sept 26)

The school reserves the right to search bags, coats and possessions where there is reasonable suspicion that a device has been brought into school in breach of this policy. (amended Sept 26)

Repeated or significant breaches may result in further behaviour sanctions in line with the school's Behaviour Policy. (amended Sept 26)

5.3 Safeguarding Concerns

The school takes extremely seriously any misuse of technology, including:

- Cyberbullying.
- Harassment.
- Sharing inappropriate images.
- AI-generated or manipulated images.
- Deepfakes.
- Recording without consent.
- Online abuse based on sex, gender, race, religion, disability or other protected characteristics. (amended Sept 26)

Any such incidents will be dealt with through safeguarding and behaviour procedures and may involve external agencies where appropriate. (amended Sept 26)

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6. Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, carers, volunteers, governors, contractors and visitors are expected to follow this policy whilst on school premises. (amended Sept 26)

This includes:

- Not using phones where children are present unless authorised.
- Not photographing or recording children other than their own child at authorised events.
- Not photographing staff without permission.
- Not posting images of other pupils on social media.
- Not wearing smart glasses or active recording wearables on school premises. (amended Sept 26)

Visitors and volunteers will be informed of these expectations when signing in. (amended Sept 26)

Parents must contact children through the school office during the school day and should not attempt to message or call children directly. (amended Sept 26)

Educational Visits

Parents and volunteers assisting on trips must not:

- Contact other parents using personal devices.
- Photograph pupils.
- Record pupils.
- Search or confiscate devices.

Any concerns must be reported immediately to school staff. (amended Sept 26)

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7. Loss, Theft or Damage

The school accepts no responsibility for mobile phones, smart watches or other personal technology that is lost, damaged or stolen on school premises or during educational visits. (amended Sept 26)

Any confiscated devices will be securely stored in the school office until collected by a parent or carer. (amended Sept 26)

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8. Monitoring and Review

The school is committed to ensuring that this policy promotes safeguarding, wellbeing and effective learning. (amended Sept 26)

The policy will be reviewed annually, or sooner if required due to changes in legislation, safeguarding guidance, artificial intelligence technology or emerging smart devices. (amended Sept 26)

Appendix 1

Pupil Mobile Phone and Smart Technology Agreement

Pupil Name: _____

Class: _____

Parent/Carer Name: _____

The school has agreed that the above pupil may bring a mobile phone or approved smart device to school due to exceptional circumstances.

The pupil agrees to:

- Hand the device into the school office immediately on arrival.
- Ensure the device is switched off or on silent.
- Not use the device anywhere on the school site.
- Collect the device from the office at the end of the day.
- Follow all school instructions regarding the device.

The school reserves the right to withdraw permission if these conditions are not followed. (amended Sept 26)

Parent/Carer Signature: _____

Pupil Signature: _____

Headteacher Authorisation: _____

Date: _____ (amended Sept 26)