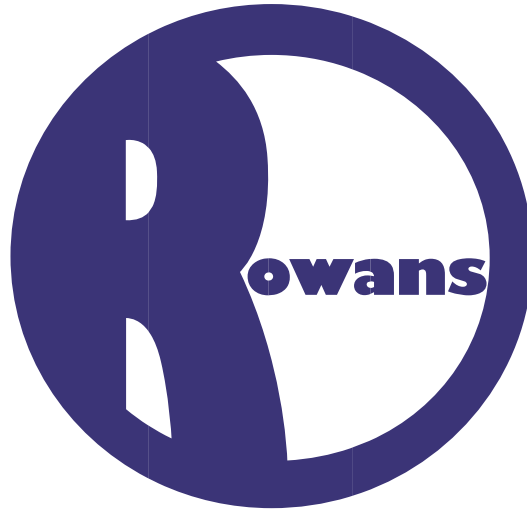




Mobile and Smart Technology Policy

Policy Written/Reviewed by	Gwen Webb
Date of Review	September 2026
Date of Next Review	September 2027

Purpose of the Policy

- The purpose of this policy is to safeguard and promote welfare of all members of the Rowans AP Academy when using mobile devices and smart technology.
- This policy has been written, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2026 '[Working Together to Safeguard Children](#)' 2026.
- The Rowans recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile and smart technology.
- As outlined in our Child Protection policy, the Designated Safeguarding Leads (DSL), are recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images.
- This policy applies to pupils, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, visitors and volunteers (collectively referred to as "staff" in this policy).

Links with other policies

This policy links with several other policies, including but not limited to:

- Anti-bullying policy
- Acceptable Use policies
- Behaviour, Inclusion and Relationships policy
- Child on Child Abuse policy
- Code of conduct for staff
- GDPR data protection policy
- Online Safety policy
- Personal Social and Health Education policy (PSHE)
- Photography and filming policy
- Relationships and Sex Education policy (RSE)
- Remote Learning policy
- Child Protection policy
- SMCS policy
- Social Media policy
- AI policy

Safe use of mobile and smart technology expectations

- The Rowans AP Academy recognises that use of mobile and smart technologies is part of everyday life for many pupils, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of The Rowans community are advised to:
 - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms and toilets.
- The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying policy, behaviour, inclusion and relationships policy, online safety policy and safeguarding policy.
- All members of The Rowans AP community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or safeguarding policies.

School issued mobile phones and devices

- Identified members of staff will be issued with a work phone number in addition to their work email address, where contact with pupils or parents/carers is required.
- Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy (AUP)/remote learning policy.
- School mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff. Where devices are used by pupils, this must be under direct supervision of staff.
- School mobile phones and devices will always be used in accordance with our staff code of conduct.
- Where staff and/or pupils are using school provided mobile phones and/or devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

Staff use of mobile and smart technology

Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will be lawful, as well as relevant school policy and procedures, such as confidentiality, safeguarding, GDPR, staff code of conduct and acceptable use Policies.

- Staff will be advised to:
 - Keep the use of mobile devices to a minimum during lesson times, ensuring they are only used for professional purposes, such as important information sharing.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use mobile devices during lessons for personal reasons, unless there are emergency circumstances.
 - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
 - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, must be disclosed and discussed with the Headteacher.
- Staff will, where possible, use school provided equipment (not personal devices) to take photos or videos of pupils in line with our photography and filming policy. Where personal devices are used, photos will be transferred to the school network or staff google drive and then deleted from the personal device as soon as is possible.
- Where remote learning activities take place, staff will use school provided equipment. Staff will follow clear guidance outlined in the Acceptable Use Policy and the remote learning policy.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed.

Pupils use of mobile and smart technology

Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of the curriculum and safeguarding education approach using age-appropriate sites and resources. Further information is contained within our safeguarding and online safety policies.

- Mobile phones or personal devices must be handed in at the beginning of the school day and will be returned at the end of the school day, in accordance with the statutory mobile phone ban under the Children's Wellbeing and Schools Act 2026.
- The Rowans AP expects pupils' personal devices and mobile phones to be kept safe and secure when on site. This means handing in the phone to form tutors at the start of day (or if a pupil is late, to the office, who will pass the phone onto the form tutor).
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone.
- Parents are advised to contact their child via the school office.
- If a pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school.
 - Any specific agreements and expectations will be provided in writing and agreed by the pupil and their parents/carers.
- Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

Screening, searching and confiscation of electronic devices

Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

- Where there are any concerns regarding pupils' use of mobile technology or policy breaches, they will be dealt with in accordance with our existing policies.
- Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene our safeguarding or behaviour, inclusion and relationships policy.
- Mobile phones and devices that have been confiscated will be held in a secure place and given to parents/carers, at a mutually convenient time for the parent/carer and the school, where possible, on the same day.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our Child Protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond, recording details on CPOMS, in a timely manner.

- If there is suspicion that data or files on a pupil's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the safeguarding team will seek advice from both the police and social care. If requested, the device will be handed over to the police for further investigation
- If deemed to be necessary and appropriate, searches of mobile phones or personal devices may be carried out in accordance with the DfE [‘Searching, Screening and Confiscation’](#) guidance.
- Staff will respond in line with our safeguarding policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The Designated Safeguarding Lead (or safeguarding team) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour, inclusion and relationships policy.
- The Designated Safeguarding Lead (or safeguarding team) will be involved if staff believe a search of a pupil's device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with the DfE [‘Searching, Screening and Confiscation’](#) guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so.

Visitors' use of mobile and smart technology

- Parents/carers and visitors are expected to ensure that mobile phones and personal devices are only permitted for specific purpose, for example, as part of multi-agency working arrangements.
- Appropriate signage and information are in place, in meetings rooms and on the visitor protocols leaflet, to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies.
- If visitors require access to mobile and smart technology, for example when working with pupils as part of multi-agency activity, this will be discussed with a member of the safeguarding team prior to use being permitted.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or member of the Leadership team of any breaches of our policy.

Policy monitoring and review

- Technology evolves and changes rapidly. The Rowans AP Academy will review this policy at least annually. The policy will be revised following any national or local policy updates or any local concerns.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety, including filtering and monitoring of systems to ensure that this policy is consistently applied. Any issues identified will be immediately addressed.
- All members of the community will be made aware of how the school will monitor policy compliance through staff training and updates.

Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- Where pupils breach this policy:
 - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour, inclusion and relationships policy.
 - concerns will be shared with parents/carers as appropriate.
 - we will respond in line with our safeguarding policy, if there is a concern that a child is at risk of harm.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We expect staff, parents/carers and pupils to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Pupils, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL/Headteacher will seek advice from appropriate, external professionals.

UN Convention on the Rights of the Pupil

This policy takes into consideration the following Articles:

Article 19 - Governments should ensure that pupils are properly cared for, and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

Article 28 – All pupils and young people have a right to education, which should be free. Discipline in schools should respect pupils' human dignity. Young people should be encouraged to reach the highest level of education they are capable of.

