



"Inspiring a love of lifelong learning"

Electronic Device Policy

Policy date: February 2026

Review date: February 2028

Learning at Charville is underpinned by our Core Values

Respect
Independence
Self-belief
Honesty
Caring
Determination

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1. Scope

The policy defines and describes the acceptable use of electronic devices, including mobile phones, for all members of the school community. For the purpose of this policy the term electronic devices include laptops, mobile phones, iPads or tablet devices, smart watches and any other form of electronic or communication device.

The school does not accept responsibility for loss or damage to personal electronic devices brought onto the school site or used at school activities.

2. Aim

This policy aims to provide guidance regarding the use of electronic devices by school staff and pupils when on the school site or at school activities.

3. Responsibilities

The Governing Board is responsible for ensuring that its employees act in a lawful manner making appropriate use of electronic devices for approved purposes only.

The Governing Board is responsible for adopting relevant policies which the Headteacher is then responsible for sharing with staff and ensuring they are implemented in everyday practice.

If the Headteacher has reason to believe that any personal electronic device or school mobile phone has been used inappropriately they will consult the chair of governors and HR advisors or Local Authority Designated Officer (LADO) for advice without delay. HR Officers will agree with the Headteacher and LADO on an appropriate strategy for the investigation of any allegations.

Incidents will be investigated in a timely manner in accordance with agreed procedures.

Staff have the Headteacher's permission to have their personal mobile phones in their possession at all times in order to deal with an emergency.

Staff found to be in breach of this policy may be disciplined in accordance with the Disciplinary policy. In certain circumstances, breach of this policy may be considered gross misconduct resulting in termination of employment.

Users must report all suspected breaches of this policy to the Headteacher.

Users and their Line Managers are responsible for ensuring that adequate induction, training and support is undertaken.

4. Safeguarding

Staff are not permitted to use recording equipment on their personal electronic devices, for example: to take photographs, audio recording or videos of pupils unless authorised by the Headteacher.

Mobile phones should not be used in any area where pupils are present, except to contact welfare, in the event of an emergency, or as authorised by the Headteacher. Where a landline phone is available this should be used.

Photographs taken on electronic devices may only be used in line with the consent provided by those adults holding parental responsibility for a pupil.

All computers must be password protected and can be inspected at any time, without notice, by the Headteacher or Deputy headteacher and another witness.

5. Electronic Devices

The following rules apply for the use of personal electronic devices:

5.1 Pupils

- Pupils should not bring mobile phones or other electronic devices into school unless specific permission has been granted for the device to be used for medical purposes
- Year 6 pupils are allowed to bring a mobile phone, and only a mobile phone, to school
- If a Year 6 pupil brings a mobile phone, at their own risk, into school, it must be given to the class teacher to store for safe keeping, to be returned at the end of the school day unless specific permission has been granted for the device to be used for medical purposes
- Year 6 pupils' phones should not be visible on the playground being used before or after school except in case of emergency
- Pupils on residential or trips outside of the normal school day are prohibited from bringing their mobile or electronic devices. This is to ensure pupils' educational experience on a school trip is not disrupted by the presence of mobile phones or electronic devices
- Other electronic devices including watches are not permitted in school, unless specific permission has been granted on medical advice
- Where a pupil is believed to be using an electronic device during the school day or at a school event, it will be confiscated from the pupil, handed to their class teacher or a member of the Senior Leadership team (SLT). The device will be handed to parents or carers at the end of the day and they will be informed of the inappropriate use
- If a pupil is found to have taken photographs or video footage with an unauthorised electronic device, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's Behaviour for Learning Policy. If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil or parents in the presence of a member of the SLT. The right of the pupil to bring a phone into school may be withdrawn at the Headteacher's discretion

- Where it is deemed necessary to examine the contents of a mobile phone or electronic device this will be done by a designated member of staff at the Headteacher's discretion
- Pupils are not entitled to connect personal electronic devices to the school Wi-Fi except where consent is given by the SLT for medical devices that require it
- Should parents need to contact pupils or vice versa during the school day this should be done via the usual procedure using the school office via phone or email.

5.2 Staff

- Staff personal mobiles must be kept switched off, on vibrate or on silent at all times and not handled or answered during lessons or meetings, except in the event of an emergency. This does not apply where prior permission has been given by the Headteacher for use of a personal device during the school day
- Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day
- Staff should not use their mobile phone or other personal devices in front of parents throughout the school day
- Staff should use the landline phones in class where available and appropriate as the first point of contact for other staff members
- Staff may use their mobile phone to make contact with welfare, pastoral, or a member of the SLT where it is with regards to the safeguarding or wellbeing of a pupil, or in an emergency situation or a landline phone is not close or appropriate
- Staff are not permitted to give their home or mobile phone number or personal email address to pupils and parents/carers not employed at the school
- Staff are not permitted to use pupils' mobile phones either to make or receive phone calls or to send to or receive text messages
- Staff should not enter into any messaging communications with pupils or their families except on learning/communication platforms used by the school
- Staff are not permitted to use the following features on smart watches in school: Photograph, audio or visual recording features
- Staff devices connected to the school Wifi are subject to filtering and monitoring via our providers for these services and must be used for work purposes, not personal, in line with this and other relevant policies.

6. Equal Opportunities

This Electronic Device Policy should be applied to all staff and pupils without discrimination with due regard to the Equalities Policy.

7. Related Policies

- IT and Digital Usage Policy
- Social Media Policy
- Code of Conduct
- Behaviour for Learning Policy
- Equalities Policy
- Disciplinary Policy
- Safeguarding Policy
- Child Protection Policy
- Keeping Children Safe in Education Current Policy

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Approved by: FGB

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