



Mobile Devices and Wearable Technology Policy

Hertsmere Jewish Primary School

Reviewed by: A Waller

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Policy Review

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HJPS Mobile Devices and Wearable Technology Policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

This policy will also be reviewed annually or when new legislation requires changes, whichever is the soonest. This policy is approved by The Trustee Board.

Signature



Headteacher

Date August 2026

Signature



Chair of Governors

Date August 2026

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1. Introduction and aims

At Hertsmere Jewish Primary School we recognise that mobile phones, smart devices and wearable technology are part of everyday life for pupils, parents, carers, staff and the wider school community. We operate a mobile phone-free environment throughout the school day in line with Department for Education guidance. The use of personal devices is restricted except where authorised by the Headteacher.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: For the purpose of this policy, "mobile phones and personal smart devices" includes mobile phones, smartphones, smartwatches, tablets, smart glasses (for example Meta Ray-Ban glasses), wireless recording devices and any device capable of taking photographs, recording audio or video, accessing the internet or using AI applications.

The school recognises that advances in technology require regular review of this policy to ensure that emerging safeguarding risks associated with new devices and digital technologies are appropriately managed.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Head Teacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3. Use of personal smart devices by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phones or wearable smart devices for personal reasons in front of pupils throughout the school day.

3.1 Personal smart devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use personal mobile phones or wearable smart devices whilst children are present. The use of personal smart devices must be restricted to non-contact time and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01923 855857 as a point of emergency contact.

3.2 Data protection

Staff must not use personal devices to process personal data or any other confidential school information. This includes entering confidential information into generative AI tools or services such as ChatGPT, Google Gemini, Microsoft Copilot or similar applications. Please refer to the school's Data Protection Statement and ICT Policy for further guidance.

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. If staff have friendships outside of school with parents then these must be declared to the Headteacher. Further details on this process can be found in the staff handbook.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must never use personal devices capable of capturing images, audio or video to photograph or record pupils, their work or any information that could identify a pupil. Where photographs or recordings are required for educational purposes, only school-authorized equipment must be used.

Staff must not create, possess, share or store AI-generated or digitally manipulated images (including deepfakes) of pupils, staff or members of the school community. Any concerns relating to AI-generated imagery will be treated as a safeguarding matter and managed in accordance with the school's Child Protection Policy.

Staff must not wear or use smart glasses or other wearable devices capable of recording audio, photographs or video whilst pupils are present or during any school activity unless expressly authorised by the Headteacher for educational purposes.

Staff must immediately report any accidental capture of images, audio or video involving pupils using a personal device to the Headteacher or Designated Safeguarding Lead so that appropriate action can be taken.

If a member of staff needs to use the authenticator app on their mobile phone to access CPOMS, this must be done in an area where no children are present.

3.4 Using personal devices 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:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use personal smart devices only where authorised and in an appropriate and professional manner, in line with the Staff Code of Conduct.
- Not use personal devices to photograph or record pupils, their work or any information that could identify a pupil.

Refrain from using personal smart devices to contact parents/carers.

3.5 Sanctions

Staff who fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones and wearable technology by pupils

Pupils must not bring or use wearable technology, including smart glasses and similar internet-enabled devices on the school site. This prohibition includes smartwatches capable of making calls, sending messages, taking photographs, recording audio or video or accessing the internet. Where it is absolutely necessary for a pupil to have their mobile phone to travel to or from school this must be handed in to the school office as soon as they arrive on school premises and then it can be collected from the school office on their way out of the building at the end of their school day. Hertsmere Jewish Primary School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

5. Use of personal smart devices by parents/carers, volunteers and visitors

Parents/carers, 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 at 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 personal smart devices, including mobile phones, smartwatches or smart glasses, whilst pupils are present

Parents/carers, visitors and volunteers will be informed of the rules for personal smart device use when they sign in at reception or attend a public event at school.

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

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

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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 their personal mobile during the school day.

Appendix 1: Template mobile phone information slip for visitors

Use of personal smart devices in our school

Please do not use mobile phones, smartwatches, smart glasses or any personal smart device where pupils are present. The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our HJPS Mobile Devices and Wearable Technology Policy is available from the school office.
