



Acceptable Use Policy for Mobile Telephones & Smart Watches

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Contents

Introduction	3
Responsibilities.....	3
Acceptable Use of Mobile Phones.....	3
Unacceptable use.....	3
Theft or damage	4

Introduction

Mobile phones and smart watches are now a feature of modern society and most of our pupils own one. The increasing sophistication of mobile phone/smart watch technology presents a number of issues for schools:

- The high value of many phones/smart watches
- Phones with cameras can lead to potential child protection and data protection issues
- The potential use of the phone/smart watch e.g. for texting whilst on silent mode
- Inappropriate use of mobile phones/smart watches to bully, intimidate, ridicule others

The school allows pupils to have mobile phones in their school bag as this provides reassurance for parents/carers and enables them to make contact with their son/daughter **outside** of the school day. During the school day, **in cases of emergency**, the school should be the **only point of contact**. School staff can then ensure their child is reached quickly and assisted in an appropriate way. Smart watches should not be brought to school.

Westacre Middle wants to encourage the **responsible** use of mobile phones so that the benefits that mobile phones provide can be enjoyed by all pupils.

Responsibilities

- Parents/Carers should be aware when their child takes a mobile phone to school
- Pupils should ensure they keep their mobile phone safe at all times
- Pupils who bring mobile phones to school should abide by the school policy on mobile phone use

Acceptable Use of Mobile Phones

Mobile phones should be switched off once arriving on the playground or at breakfast club.

Mobile phones should be switched off in school at all times (having phones switched to silent mode is not acceptable)

Phones should remain in bags unless permission for their use has been given by a member of staff

We recognise that children may need to make contact with parents at the end of the school day, but mobile phones should only be switched on once the children have left the vicinity of school premises

Unacceptable use

Using a mobile phone in a time, location or manner that is not stated in the '*Acceptable use*' section of this policy, including exchanging phone numbers, accessing the internet, making calls or sending messages / images

Pupils using a mobile phone to communicate with a parent or other person in response to a situation at school
Parents contacting pupils to inform them of a family emergency or situation.

Pupils using vulgar, derogatory, or obscene language while using a mobile phone.

Pupils using a phone to engage in personal attacks on another person; take/send photos, objectionable images or comments

Pupils using a mobile phone to record images or video

Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the head teacher.

Pupils with mobile phones may not engage in personal attacks, harass / bully another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and

phone calls. Pupils using mobile phones to bully other pupils and members of staff will face disciplinary action as sanctioned by the head teacher

Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors in school

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

If a pupils is found to be using a mobile phone inappropriately or be in possession of a smart watch, then the following procedures apply:

- On the first infringement of this policy the mobile phone / smart watch would be confiscated by the teacher and taken to a secure place within the school office. The pupil will be able to collect the mobile phone / smart watch at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the Leadership team.
- On the second infringement the mobile phone / smart watch would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the leadership team or pastoral support team. The incident will be recorded.
- On the third infringement the mobile phone / smart watch would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the pupils to bring the mobile telephone / smart watch to school.

Failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

We can only monitor and manage incidents that occur within school, however should we become aware of any inappropriate conduct with a mobile phone outside of school then we will inform parents/carers

Theft or damage

The school cannot accept responsibility for mobile phones that go missing nor does it have the resources to conduct investigations into damaged, misplaced or stolen phones.

Pupils should mark their mobile phone clearly with their name.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/smart watches

It is strongly advised that pupils use passwords/pin numbers to secure their phone. Pupils must keep their password/pin numbers confidential.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.



Headteacher: Mrs D M Evans