



Hempstead Schools Federation Mobile Technology Policy; Staff and Pupils September 2026

- 1 At Hempstead Schools Federation, the welfare and well-being of our staff and pupils is paramount. Mobile phones, along with other forms of mobile technology are rapidly changing the way and speed in which we communicate. These technologies can provide powerful tools, which open up new opportunities for everyone. They can provide security and reassurance; however, there are also associated risks in relation to safeguarding pupils, data security and information governance. Pupils and staff need to understand these risks in order to keep themselves safe.
- 2 **Purpose/Scope**
The purpose of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines and to inform staff and pupils of the expectations of mobile technology during teaching time. This policy applies to all individuals who have access to personal mobile devices on the school site. This includes staff, governors, volunteers, pupils, parents, carers, visitors and contractors. The policy is in the best interest of pupil's safety and staff professionalism.
- 3 **Associated Risks**
 - 3.1 It is the enhanced functions of mobile technology that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking of and distributing of inappropriate images and videos, exploitation and bullying.
 - 3.2 Mobile devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.
 - 3.3 When mobile devices are misused it can impact of an individual's dignity, privacy and the right to confidentiality. There is a need to protect the needs and vulnerabilities of all. The aim is to avoid distraction and disruption of the teaching day, and to minimise the opportunity for any individual to make covert images or misuse functions in any other way.
 - 3.4 Inappropriate use of devices can also potentially place staff at risk of allegations.
- 4 **Acceptable Use Policy**
All staff and volunteers read and agree to the guidance set out in the Federation's Acceptable Use Policy for ICT. The AUP also refers to appropriate and safe use of mobile technology
- 5 **Staff email, school software and LGFL/School services**
Staff are responsible for informing the school about their current mobile device if school software or e-mail services are installed on the device.
 - Staff need to know how to remotely wipe their device to factory settings if stolen or lost.
 - Staff must accept that, if lost or stolen, their Office 365 data may be remotely wiped by the school (Settings/ Mail [right hand side]/ General [left hand side]/ mobile devices)

- Staff who possess devices on which they access school emails, they must use fingerprint/ face recognition, or a complex password that includes capital letters, numbers and symbols. It is the responsibility of the staff to ensure the device is kept safe. Those that do use their devices to access school emails should ensure that the password is changed frequently.
- All sensitive e-mails or school data must be in an encrypted format and should not be sent through a mobile device. See the federation Handling Personal Data guide for more details. If mobile devices are used to access emails via an internet browser, staff must not activate 'save password' on their device. If the device mail app is used to access emails, the phone should be appropriately password-protected and the user must agree to remotely wiping the device if it is lost.
- Staff must have read the ICO guidance for mobiles:
<https://ico.org.uk/media/your-data-matters/documents/1446/smartphone-securityv5.pdf>

6 Use of personal mobile devices in school

At HSF we consider appropriate use of personal mobile devices in specific circumstances to be an effective and invaluable tool in ensuring the smooth and safe running of the school, safeguarding both staff and pupils. All staff are permitted to have access to their mobile phones for use in the following circumstances:

- Emergency contact/ essential communication (e.g. in the event of a health and safety incident, incident that requires immediate support, essential communication on school trips)
- Personal health reasons (e.g. monitoring a medical condition such as diabetes)
- Managing pupil health issues (e.g. setting a timer for medication/ toileting/ checks, etc).

However, the following expectations must be followed.

- Mobile devices are not to be routinely on view unless in use for the reasons outlined above, or left unattended in view or in a place accessible to pupils
- Staff are not to access their devices to check messages for social use (i.e. not for one of the uses outlined above)
- Cloud sharing or backup capabilities for images must be disabled.
- Devices must not be used for phone calls or messaging during contact time or in view of pupils.

6.1 Taking images of pupils learning

At HSF we recognise the benefits of sharing pupils' learning on social media for parents to view and access. When recording images of pupils in school activities, or of their learning, personal devices must not be used. Staff have access to school-provided devices for this purpose.

At the Infant School, each class has been allocated a school iPad on which images may be recorded. These devices are not taken out of school without prior agreement with the Head Teacher. At the Junior School, an iPad has been allocated to each year group for such use.

The SLT also have access to a school-provided mobile phone. This phone is in the possession of the head teacher.

7 Pupils' Mobile Phones

Only pupils in Years 5 and 6 are allowed to bring in devices as they may be required for walking to and from school. Parents must sign a consent form before any pupil is allowed to bring in a mobile phone. Pupils will hand the mobile device into their class teacher at the beginning of the day where they are placed in a named envelope. Pupils are not to bring smart watch technology into school.

8 Parents and other visitors

Volunteers and visitors are not to use or access mobile devices in view of pupils at any time.

We request that parents do not use mobile technology in the school building or grounds. At school events, use of mobile technology by parents/ carers must be limited to personal use only. No photographs/videos must be posted on media sites that have other children in, unless express permission is sought from the parents involved.

- 8.2 Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

9 We appreciate our parents' support in implementing this policy in order to keep pupils safe.

10 Unacceptable/inappropriate uses

- Only school-provided devices will be used by staff to take photographs or videos of children's work or learning following the above guidance.
- Pupils are not permitted to take personal mobile devices on school trips or be used during any extra-curricular activity.
- Mobile technology (including 'smart' watches) may not be taken into any test or exam situation.
- Pupils may not contact parents to arrange to be collected from school.
- Using a mobile device to bully or threaten other pupils will not be tolerated. In some cases, it can constitute criminal behaviour. This also includes taking photographs/videos of any other pupil without their consent and uploading/file sharing to a website for public viewing.

11 Data Protection

The school meets the guidance as set out by the General Data Protection Regulation (GDPR). The school has robust data protection procedures in place and places a high priority on confidentiality. All staff have signed a data protection code of conduct that ensures they are aware of and have agreed to the regulations on managing, storage and sharing of data.

12 Personal health, safety and security

Hempstead Schools Federation accepts parents give their children mobile phones to protect them from everyday risks involving personal safety. There is an increasing

concern about children walking to school and home alone. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can be contacted in an emergency. The decision to provide a mobile phone to their child should be made by the parents.

- 12.1 The head teacher reserves the right to view the content of any child's mobile device at any time in respect to issues concerning the safeguarding of children.
- 12.2 Staff should protect the security of their mobile by never sharing log on details. Regularly changing the complex password and locking the device when not in use.
- 12.3 Mobile devices should be locked away or concealed in a safe place that cannot be accessed by a third party.
- 13 The school accepts no responsibility for replacing lost, stolen or damaged of any mobile devices.**
- 14 Authorisation**
Staff are obliged to read and understand the above information about appropriate use of mobile devices at Hempstead Schools Federation and sign to acknowledge this. Staff understand that this form will be on file at the school. Staff will be solely responsible for ensuring that any mobile device is used appropriately and correctly as outlined in this document.

Paul Cross
Head Teacher
September 2026

Approved at the Business Meeting on September 9th 2026