Kew Green Preparatory School

Mobile Devices policy (including Early Years)

Introduction

Keeping Children Safe in Education (September 2025) requires schools to have a clear policy on the use of mobile and smart technology. Many children and young people have access to unlimited and unrestricted access to the internet via mobile phone networks. This access means that some children and young people may sexually harass their peers via mobile and smart technology, share indecent images, and view and share pornography and other harmful content.

This policy sets out how mobile devices are managed on our school premises. It clarifies when staff, pupils, volunteers and visitors may use mobile devices within school and provides guidance regarding internet access, taking of photographs and video footage, and the use of Social Media. It should be referenced with the following policies:

- Safeguarding Policy
- Staff code of conduct
- Online Safety Policy
- Social Media Policy
- Use of Pupil Images policy
- Acceptable Use Policies (staff and children)
- Anti-bullying policy (cyberbullying)

Use of handheld devices

This policy considers the different uses for handheld devices under the following categories:

- For work which is directly related to the curriculum or extra-curricular projects;
- For personal use such as sending and receiving messages, browsing the internet, making calls and accessing social media.
- For the recording of photographs or video footage of school events and activities;
- For uploading images to the School website via Social Media;
- For use by pupils as part of the Digital Curriculum; and
- Advice for parents who are considering providing their child with a mobile device.

Photographs and video footage of school events and activities

The development of digital imaging technologies, and in particular digital photography and filming, has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyber-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees.

There are a number of situations where we encourage the use of filming and photography to celebrate and record aspects of school life within the School for internal publications such KEW LIFE as well as externally, such as on our website via Social Media or in newspapers, magazines and other printed media.

Use of personal mobile devices is not permitted where children are changing.

Use of personal mobile devices is not permitted by members of KGPS staff within classrooms (including the Early Years classrooms). The use of personal mobile devices is not permitted by parents and volunteers. If a parent or other adult is visiting a classroom and they have their mobile device accessible, then they will be requested to put it away.

All KGPS staff adhere to the below statements with regards to use of personal mobile devices:

- I will ensure my personal mobile is on silent, locked and completely out of sight during teaching time apart from momentarily when required for 2 step verification log ins. E.g., for CPOMS and ISAMS.
- I will not use my personal mobile phone during teaching periods unless permission has been given by a member of SLT in emergency circumstances.
- I understand that I may use my personal mobile phone where a risk assessment of an event or activity identifies a requirement for a personal mobile phone (e.g., travelling between school site or during a school trip), and the Head has provided permission, and this is recorded in the relevant risk assessment.
- I will not use my personal mobile phone to make or take calls, text or for any other purpose within earshot or sight of pupils. This includes communal areas such as corridors and hallways, unless in an emergency.

Personal mobile devices should not be used for the taking of photographs or video footage of pupils.

Only devices which have been provided the School, such as iPads, Digital cameras and school mobile phones can be used for this purpose. This applies to all year groups, including the Early Years Foundation Stage.

Mobile devices that are owned by the School (Staff and Pupils)

School mobile devices (including iPads and phones) should only be used for work purposes including making/receiving calls, sending/receiving emails and other communications, taking photographs and video footage of lessons and school events and activities, and for the production of teaching materials.

The use of mobile devices which are owned by the School is detailed in the Online Safety and Acceptable Use Policies. These devices have wi-fi access to the school network and therefore access to the internet is filtered via the School's IT system software. Children should use these devices under the direction of their Class Teacher or Subject Teacher, and the primary use of such devices should be for work which is directly related to the curriculum or extra-curricular projects.

Teachers who are working with children in the Early Years Foundation should also refer to the following guidance: Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk). In particular:

- Children should be appropriately supervised when they are using mobile devices in the classroom.
- Staff should check all apps, websites and tools prior to using them with children, including checking the results of searches.
- Staff should use age-appropriate apps, websites and online tools with children.
- Staff should model safe practice when using technology with children.

- Staff should ensure data shared online is in accordance with the General Data Protection Regulations.

Use of Personal Mobile devices

Staff

Personal use

Staff should not use their mobile device **for personal use** during directed teaching time or in parts of the school shared by pupils during their non-contact time. When staff are working in classrooms or teaching children, mobile devices should be turned off or switched to silent.

In some circumstances, it may be appropriate for staff to use their personal mobile devices for work purposes, for example when responding to an emergency. In such situations, the welfare of the children should remain the prime objective, and the use of a personal mobile device should be in an appropriate and professional manner, in line with our staff code of conduct.

Recording photographs or video footage for teaching and learning, or for school publications

Only devices which have been provided by the School, such as iPads, digital cameras and school mobile phones can be used for this purpose. This applies to all year groups, including the Early Years Foundation Stage.

All photographs or video footage should be exclusively for use as a teaching resources or for a school publication.

Staff must check that they do not upload photographs of video footage where consent has not been given by parents. Refer to the **Use of Pupil Images Policy** for more information.

Members of staff should be aware that Keeping Children Safe in Education identifies taking photographs of children on a mobile phone as a potential low-level concern relating to an adult working with children. If a personal device is used, **photographs must be deleted from the device after being uploaded to the school network (including from any associated cloud storage).** Under no circumstances should a member of staff acquire a library of photographs of children on their own mobile device (even inadvertently) as this puts that person in a vulnerable situation.

Uploading images or video footage to the Website or to Social Media (and accompanying text)

Staff should refer to the **Social Media policy** before uploading images or video footage into the public domain.

Pupils

Only pupils in Year 6 in their final term at KGPS may bring a mobile device to school which is to be used purely as a means of communicating with parents that they have arrived safely. Once inside the school gates, mobile phones should be switched off and then handed to the Class Teacher at morning registration. Class Teachers will return the mobile devices to pupils at the end of the school day.

Prior to the start of their final term, Class Teachers will remind Year 6 pupils about personal safety when carrying mobile devices to and from school, as well as the work that they have done in school relating to online safety and online communication.

The School advises parents to purchase a non-internet enabled phone for their child, for the purpose of having a means of communication with them when they are walking to and from school in the Summer Term. Additional guidance will be provided to parents at the end of the Spring Term in Year 6 regarding monitoring their child's use of mobile technology, in particular their use of text messages and online chat groups.

Prior to the start of their final term, Class Teachers will remind Year 6 pupils about personal safety when carrying mobile devices to and from school, with this reminder reflecting the online safety and communication part of their PSHEE (PSED in EYFS) and Computing curriculum.

Pupils are not permitted to use any internet enabled device in school other than those devices that have been made available by their Teacher (such as a school iPad or laptop), or if their normal way of working within the classroom requires the use of a laptop computer.

Pupils are not permitted to bring smartwatches into school if the device is able to access the internet and/or take photographs or record audio.

Parents

Parents, guardians or close family members (hereafter, parents) are permitted to take photographs of (and where appropriate, film) their own children taking part in school events, subject to the following guidelines, which the School expects all parents to follow:

- When an event is held indoors, such as an assembly, production or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions; the School therefore requests that the flash is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of that pupil's parents.
- Parents are reminded that such images are for personal use only. Images which may, expressly or not, identify other pupils should not be made accessible to others via the internet (for example on social media), or published in any other way.
- Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some productions and concerts. The School will always print a reminder in the programme of events where issues of copyright apply.
- Parents may not film or take photographs where children are getting changed, nor in any other circumstances in which photography or filming may embarrass or upset pupils.

- The School reserves the right to refuse or withdraw permission to film or take photographs (at a specific event or more generally), from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.
- The School regularly records plays and concerts professionally (or engages a professional photographer or film company to do so), in which case digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

School trips and residentials

Staff leading a school trip are required to take one group photograph on a school phone. Parents supporting a school trip are not permitted to take any photographs on their personal devices.

Staff leading a school residential will take multiple photographs on school devices throughout each day. They will send multiple photographs to parents at the end each day with a summary of the day. This information will be shared on an agreed platform such as WhatsApp.

Use of mobile devices by Parents in the school buildings and in the playground

It is understood that there are occasions when Parents may need to use their mobile devices to make an urgent communication. Other than this, Parents are politely requested to refrain from using their mobile devices in the school buildings and in the playground.

Author:	Headteacher
Written:	September 2022
Reviewed:	September 2025
Next review:	September 2026