

## **MOBILE DEVICE POLICY**

September 2026

To be renewed September 2029

**This policy should be read in conjunction with our Photography in School Policy and our Acceptable Use Policy**

In this policy, Mobile Devices refers to all mobile devices, including mobile phones, tablets, smart watches and smart glasses, whether provided by the school or owned by staff, pupils or visitors.

Mobile devices must only be used in ways which are compatible with our Photography in School and Acceptable Use Policies.

### **Staff**

Staff may bring their own mobile devices to school. Staff mobile phones and tablets should be kept in bags, though watches may be worn. When using their devices, staff should be aware of the Photography in School and Acceptable Use Policies, and particularly that photographs of EYFS pupils must never be taken with personal devices.

Mobile devices owned by staff should not be used in front of children other than for school-related purposes. The school recognises that personal devices sometimes need to be used in front of children, such as to provide authentication for the school's network.

### **Pupils**

Day pupils may use mobile devices on the way to and from school, but these devices should be checked into the school office when the pupil arrives and collected on departure. If a pupil needs to use a device during the day (for example, to contact a parent), they should only do so in the school office and with the permission of a member of staff.

Boarders in Year 6 and below should not bring mobile devices to school. Boarders in Year 7 and 8 are allowed to have devices for use in leisure time and (for Year 8 boarders) when out and about in Oxford. Mobile devices should only be used at times and places permitted by boarding staff. Use must adhere to our Photography in School and Acceptable Use Policies. Boarding staff may remove permission to use a mobile device if a pupil breaches one of these policies, or uses their device at a time or place when it was not permitted.

On occasion, pupils may be permitted to bring a mobile device on a trip. If so, the use of mobile devices needs to be planned for as part of the risk assessment, and devices may only be used for the purposes permitted by the trip leader, and in a manner compatible with our Photography in School and Acceptable Use Policies.

Pupils should not bring smart watches to school.

### **Parents, Visitors and Governors**

Parents, visitors and governors may bring their mobile devices into school but should only take photographs in a manner compatible with the Photography in School Policy. Parents, visitors or governors using mobile devices in a way which is disruptive to school life (such as making a loud phone call on school premises) may be asked by staff to stop. Parents, visitors and governors should never use a mobile device in front of children in the EYFS.