The Island Learning Trust
Mobile and Smart Technology Policy

Date written/updated: September 2026

Date of next review: September 2028

Policy aims and scope:

- This policy has been written by The Island Learning Trust involving staff, children and parents/carers, building on Kent County Councils LADO and Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE), Early Years and Foundation Stage (EYFS), 'Working Together to Safeguard Children' (WTSC), 'Searching, screening and confiscation at school', 'Mobile Phones in Schools' and KCSMP procedures.

- The purpose of this policy is to safeguard and promote the welfare of all members of the The Island Learning Trust and their School's community when using mobile devices and smart technology.
    - The Island Learning Trust recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using mobile and smart technology.
    - As outlined in the trusts Safeguarding and Child Protection Policy, the Designated Safeguarding Leads (DSL) for each school, are recognised as having overall responsibility for online safety.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as 'smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to children, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

Links with other policies:

- This policy links with several other policies, practices and action plans, including but not limited to:

  Anti-bullying policy
  Acceptable Use Policies (AUP)
  AI Policy
  Nurturing Relationships and Positive Behaviour Policy
  Safeguarding and Child Protection Policy
  Code of conduct/staff behaviour policy
  Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), and Relationships and Sex Education (RSE)
  Social Media
  Searching, screening and confiscation policy (DFE guidance)

Safe use of mobile and smart technology expectations:

- All Island Learning Trust schools operate as mobile phone-free environments during the school day. This means that mobile phones and smart devices are not permitted to be used at any time, including during lessons, transitions, breaktimes and lunchtimes, unless in exceptional circumstances agreed by the head of school.
- The Island Learning Trust recognises that use of mobile and smart technologies is part of everyday life for many children, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
    - Devices should only be brought into any Trust school with permission and pupils below Year 4 are not encouraged to bring devices into school. All devices brought in to school must be handed in to their class teacher.

- All members of The Island Learning Trust community are advised to:
    - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
    - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used on any school site unless supervised by a member of staff. Children that require a mobile phone to assist with and medical condition will need a care plan in place and agreement from the head of school.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.
- All members of The Island Learning Trust community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

Staff use of mobile and smart technology:

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as child protection expanded code of conduct and Acceptable Use Policies.
- Staff will be advised to:
    - Keep mobile phones and personal devices in a safe and secure place e.g. locked in a locker/drawer or classroom cupboard during lesson time.
    - Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
    - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
    - Not use personal devices during teaching periods unless permission has been given by the head of school, such as in emergency circumstances. This includes but is not limited mobile phones and smart watches.
    - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting children or parents and carers.
    - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the relevant school's DSL and/or head of school.
- Staff will only use The Island Learning Trust provided equipment (not personal devices):
    - to take photos or videos of children in line with our image use policy.
    - to work directly with children during lessons/educational activities.
    - to communicate with parents/carers.
- Staff must maintain clear professional boundaries when using social media. This includes not interacting with pupils via personal social media accounts, avoiding private messaging, and ensuring that their online conduct does not bring the Trust or profession into disrepute.
- Where remote learning activities take place, staff will use The Island Learning Trust provided equipment. If this is not available, staff will only use personal devices with prior approval from their head of school, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy.
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will

be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

Children's use of mobile and smart technology:

- Children will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to children as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. This will include teaching children about emerging online risks, including misinformation, disinformation and online influence, as part of a broad and evolving online safety curriculum.
- Mobile phones and/or personal devices will not be used on site by children, unless supervised by a member of staff e.g. to make a call after school to their parent.
- Pupils are not permitted to wear SMART watches.
- The Island Learning Trust expects children's personal devices and mobile phones to be kept safe and secure when on site. This means:
    - handing in to class teacher at the start of the day, switched off.
- If a child needs to contact their parents or carers whilst on site, the school office will contact their parent/carer.
    - Parents are advised to contact their child via the school office.
- If a child requires access to a personal device in exceptional circumstances, this will be supervised by a member of staff.
- Where children's mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.
- Any concerns regarding children's use of mobile technology or policy breaches will be dealt with in accordance with each school's existing policies, including anti- bullying and child protection policy.

Screening, searching and confiscation of electronic devices:

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding children's use of mobile technology or policy breaches, they will be dealt with in accordance with each school's existing policies, including anti-bullying, child protection, AUP.
- Staff may confiscate a child's mobile phone or device if they believe it is being used to contravene each school's child protection or behaviour policy.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with each school's child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a child's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation

- If deemed to be necessary and appropriate, searches of mobile phones or personal devices may be carried out in accordance with the DfE 'Searching, Screening and Confiscation' guidance.
- Staff will respond in line with their school's child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The Designated Safeguarding Lead (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items.
- The Designated Safeguarding Lead (or deputy) will be involved without delay if staff believe a search of a pupil's device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with the DfE 'Searching, Screening and Confiscation' guidance, the head of school or authorised members of staff may examine or erase data or files if there is a good reason to do so.
- If the head of school or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

Visitors' use of mobile and smart technology:

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
    - Mobile phones are not used within the school building in sight of pupils or where pupils may overhear conversations.
- Appropriate signage and information is in place to inform visitors of the Trust' expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
- If visitors require access to mobile and smart technology, for example when working with children as part of multi-agency activity, this will be discussed with the relevant head of school prior to use being permitted.
    - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the relevant school. This may include undertaking appropriate risk assessments if necessary.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform their school's DSL or head of school of any breaches of each school's policy.

Policy monitoring and review:

- Technology evolves and changes rapidly. The Island Learning Trust will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to the Trust's technical infrastructure.
- We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into each school's action planning.
- The Trust will ensure that appropriate filtering and monitoring systems are in place to safeguard children from harmful online content. These systems will be reviewed at least annually in line with Department for Education standards.
- All members of the community will be made aware of how The Island Learning Trust will monitor policy compliance: e.g. AUPs and staff training.
- Leaders will monitor the implementation and consistency of this policy across the Trust to ensure expectations are clearly understood and applied by staff, pupils and visitors.

Responding to policy breaches:

- All members of the community are informed of the need to report policy breaches or concerns in line with existing policies and procedures. This includes: each school's child protection policy.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and children to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Children, parents and staff will be informed of each school's complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) or head of school will seek advice from Kent County Council or other agencies, as appropriate, in accordance with our child protection policy.