

Mobile Devices Policy

Reviewed: October 2025

Adopted by Governors: Children & Young People Outcomes
5th October 2023

Next review: Autumn 2027

Kings Mill School & Residence



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Statement of intent

The internet has become increasingly accessible for children and young people in places like schools, and their own homes.

Accessing the internet has been made much easier over the last few years with the introduction of mobile devices. Mobile devices are now a feature of modern society and an increasing number of our pupils own one.

Kings Mill accepts that personal mobile devices are often given to pupils by their parents to ensure their safety and personal security, but understands that such devices pose inherent risks and may jeopardise the learning environment.

Increasing sophistication of mobile device technology presents a number of issues for schools:

- The high value of many devices.
- The integration of cameras and voice recording equipment into these devices leading to potential child protection, and data protection issues.
- The potential to use the device e.g. for texting whilst on silent mode.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal mobile devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

For the purpose of this policy, the definition of mobile devices is: -

A mobile device is a small, handheld computing device, typically having a display screen with touch input and/or a miniature keyboard. These could include:

- Mobile/cellular phones
- Laptop/notebook/tablet computers/iPod/mp3 player/Nintendo DS
- Smartphones, smartwatches, and PDAs (personal digital assistant)
- Any mobile device capable of storing corporate data and connecting to an unmanaged network

This list is not exhaustive.

1. Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE (2022) 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE (2014) 'Cyberbullying: Advice for headteachers and school staff'
- Keeping Children Safe in education guidance (2023)

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Countering Bullying Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- Staff Code of Conduct Policy
- Records Management and Data Quality Policy
- Device loan agreement

2. Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The headteacher will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Behaviour Policy and Countering Bullying Policy.

The DSL will be responsible for:

- Initiating and managing responses to incidents of up skirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. Ownership and responsibility

Pupils are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

School will provide mobile devices to those pupils who require them for the purposes of home/remote learning. Pupils/Parent Carer will be required to sign the school's device loan agreement which sets out the term and conditions of usage. These devices will remain the property of the school and are to be returned to the school along with any accessories when home/ remote learning is no longer required. Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

Pupils should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

4. Acceptable use

Pupils bringing mobile devices into school must make their parents aware of this.

Devices must not be used for any purpose (eg phoning, texting, video calling, surfing the internet, accessing social media, taking photos or videos, checking the time) between the hours of 8:45 am and 3.00pm. After this time, pupils are allowed to access to their mobile devices. under the Local Authorities Transport services own policies.

Devices must always be switched off (not on silent mode) and placed in lockers or given to the class teacher on entering school.

Contact between students and staff must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate between students and staff.

Exceptions to the above include:

Where the class teacher has agreed with parents the use of a mobile devices as part of a lesson or life skills travel training programme of study. Pupil activity whilst using phones in lessons will be monitored to ensure that they remain on task and in line with this policy.

Where pupils have a specific individual risk assessment that allows them to have access to their mobile device as part of their work experience curriculum. i.e. they are travelling independently to the setting.

If a pupil breaches these rules the device will be confiscated and secured in to the student centre main office. It will be returned to the child after a discussion with parents.

5. Emergencies

If a pupil needs to contact his/her parents/guardians they will be allowed to use a school phone.

If a parent needs to contact his/her child urgently they should phone the school office and a message will be relayed promptly.

6. Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy. Incidents of cyberbullying will be dealt with and reported in line with the Countering Bullying Policy and Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

7. Accessing and storing data

For the purpose of effectively administering its ICT systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its devices. This may, at times, necessitate the monitoring of the device and its internet activity; personal privacy and confidentiality will be strictly observed at all times.

Downloading and accessing inappropriate websites and data on school-owned electronic devices is strictly prohibited.

8. Monitoring and Review

A review of the policy will be undertaken every two years, unless legislation changes. Any amendments or updates will be reported to the Governing Body.

Record of review/amendment

Review Date:	23/10/25	Page No (Other info):	
Original:	No changes		
Amendment:			

Review Date:		Page No (Other info):	
Original:			
Amendment:			

Review Date:		Page No (Other info):	
Original:			
Amendment:			

APPENDIX A

Personal electronic devices agreement



Pupil personal electronic devices agreement

I, _____, understand that bringing a personal electronic device to school is a privilege that may be taken away if I abuse it. I agree to abide by the policy and understand the consequences if I fail to do so.

Signed by

Pupil		Date	
Parent		Date	
Class teacher		Date	

Parent personal electronic devices agreement

I, _____, recognise that Kings Mill bears no responsibility for personal electronic devices lost, damaged or stolen on school property or on journeys to and from school. I agree to the terms of this policy and will discuss the responsibility of owning a personal electronic device with my child (name)

_____. I understand that a teacher may confiscate devices used in an unacceptable manner as detailed in the policy.

Signed by

Parent		Date	
Class teacher		Date	

APPENDIX B

PLEASE READ, SIGN & RETURN TO THE SCHOOL



Device type:

Serial Number:

Device loan agreement – parents

This agreement is between Kings Mill School and the parent of the pupil who is loaned a school device. It is valid from the date that the device is issued until the date that the device is returned. The device remains the property of the school and is subject to the relevant school policies.

This agreement has been created to establish the conditions by which your child may be loaned a device for the purposes of remote learning. It explains the acceptable use of the device which you should ensure your child adheres to at all times. You should read and understand the agreement's conditions before consenting to the loan.

If the conditions of this agreement are breached, the school may request that the device be returned immediately. You may be liable for any damages or loss of property incurred.

For the purpose of effectively administering its ICT systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its devices. This may, at times, necessitate the monitoring of the device and its internet activity; personal privacy and confidentiality will be strictly observed at all times.

Acceptable use

The device belongs to the school and is provided on loan for your child's use; it should not be loaned out to anyone else or used by anyone else. The device is to be used for the purpose of remote learning only and not for personal use. The school may monitor your child's activity on the device. Your responsibilities include the following:

- Ensuring your child's activity on the device is overseen by an adult at all times.
- Preventing your child from carrying out activity that is inappropriate and contrary to the device's intended purpose.
- Recognising that the school will manage your child's activity in line with the Behaviour Policy if they engage in unacceptable use, such as using offensive language or using the internet to bully someone.
- Ensuring the online safety of your child on the device, e.g. setting parental controls on your home broadband where necessary.
- Ensuring that your child's activity on the device does not bring the school into disrepute.
- Installing software on the device only with the prior agreement of the school.
- Ensuring that the device is not modified in any way, e.g. removing covers or disabling applications.
- Reporting any issues with the device to the school as soon as possible by phoning the office on 01377 253375.

Data protection

In order to keep the data on the device protected, you are expected to observe the following measures:

- The device will be kept password-protected with a password provided by the school; this must not be shared with anyone else.
- The device is locked whenever it is not in use or left inactive for a period of time.
- The device is not used by anyone else in the household.
- The latest updates to operating systems and anti-virus software are downloaded as prompted by the device or the school.

If at any time there are any issues or concerns regarding the above measures, you should contact the school as soon as possible at Kingsmill.specialschool@eastriding.gov.uk. The school will manage data on its devices in line with the Data Protection Policy.

Loss or damage

By signing this agreement, you are accepting full responsibility for the device loaned to your child and acknowledging you understand the conditions of its use. The device will remain your responsibility until it has been returned to the school in the same condition that it was received.

If the device suffers damage you will immediately contact the school. You will contact the school and the police where it is suspected stolen. You acknowledge that you are responsible for reasonable costs requested by the school to repair or replace the device where necessary.

If you face difficulty in reimbursing the costs of repair or replacement of the device, you should contact the headteacher on 01377 253375 to discuss the matter.

In order to protect the device, you will ensure the following measures are observed:

- The device is not left unsupervised when in use
- The device is kept in a secure place when not in use
- The device is not left visibly on display in a car or at home
- The device is used appropriately, e.g. on a table
- No marks or decorations, e.g. stickers, are placed on the device
- No food or drink is consumed near the device.

Please read each statement and tick the corresponding box to show you agree to the terms, then provide your name below.

- ☐ I will use ensure my child uses the device appropriately.
- ☐ I will follow this agreement at all times and return the device to the school when requested.
- ☐ I understand tha if I or my child do not follow this agreement the school may request that the device be returned immediately.
- ☐ I understand that I may be liable for reasonable costs incurred if the device needs to be repaired or replaced during this agreement.

Pupil name (please print)	
Parent name (please print)	
Parent signature	
Date	