



Dringhouses Primary School

Air Tag Policy

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption: March 2026

Date of Review: March 2028

Reviewing Committee: **FGB**

Statutory/**Non-Statutory**

Policy Purpose

This policy provides clear guidance on the acceptable use of Apple AirTags and similar tracking devices within the school environment. It has been developed to balance parental concerns about child safety with the school's responsibility to maintain a secure, respectful, and privacy-conscious setting for all members of the school community.

The policy aims to:

- Protect pupils and staff from inappropriate monitoring or surveillance.
- Ensure that the presence of tracking devices does not disrupt teaching, learning, or safeguarding procedures.
- Clarify expectations for parents/carers regarding the use of such technology.
- Support compliance with safeguarding and data protection obligations.

Policy Scope and Definition

This policy applies to:

- All pupils enrolled at the school.
- Parents and carers of pupils.
- All school staff, including teachers, support staff, volunteers, and temporary staff.
- Visitors to the school site.

The policy applies during:

- The school day.
- Before- and after-school care (e.g., breakfast or after-school clubs).
- School trips, visits, and residential activities.
- Any off-site activity organised by the school.

For the purposes of this policy, "AirTags and similar tracking devices" refers to small electronic devices that allow the location of an item or person to be tracked remotely.

These may include devices that use:

- Bluetooth connectivity (e.g., proximity tracking).
- GPS (Global Positioning System).
- Crowd-sourced location networks (e.g., device-to-device tracking systems).

Examples include, but are not limited to:

- Apple AirTags
- Tile trackers
- GPS-enabled key finders or wearable trackers

These devices may be embedded in or attached to personal items such as bags, coats, lunchboxes, or other belongings.

General Principles

The school acknowledges that tracking devices are increasingly used by families to provide reassurance about a child's journey to and from school. However, their use must be carefully managed.

The following principles underpin this policy:

- **Safeguarding First:** The welfare and safety of pupils is the school's highest priority.

- **Respect for Privacy:** Pupils, staff, and visitors have a right to privacy and freedom from unnecessary monitoring.
- **Proportional Use:** Any use of tracking technology should be reasonable, limited, and focused solely on child safety.
- **Transparency:** The school expects openness from parents/carers regarding the presence of tracking devices.
- **Non-Interference:** Technology must not interfere with school operations, safeguarding practices, or relationships between staff and pupils.

Rules for Use

To ensure safe and appropriate use, the following rules apply:

Permitted Use:

- Pupils may bring tracking devices into school if they are used solely for locating personal belongings.
- Devices must be placed discreetly inside items such as school bags or coat pockets.
- Devices should be set to silent mode and must not emit sounds during the school day unless necessary.

Prohibited Use:

- Devices must not be attached in a visible or wearable manner (e.g., wristbands, necklaces, or clipped externally).
- Devices must not be used to track the live location of staff, other pupils, or visitors.
- Devices must not be used to record audio or collect any form of personal data.
- Pupils must not tamper with, share, or misuse another person's tracking device.

Operational Expectations:

- Devices must not distract pupils from learning or participation in school activities.
- If a device becomes a source of disruption, staff may request that it be removed or switched off.
- On school trips, additional restrictions may apply depending on the venue or safeguarding considerations.

Safeguarding and Privacy

Safeguarding and Privacy

The school takes safeguarding and privacy concerns seriously and expects all members of the school community to do the same.

- The school does not permit any form of covert surveillance of staff or pupils.
- Parents/carers must not use tracking devices to monitor staff behaviour, classroom activity, or internal school operations.
- Tracking data must not be used in a way that could compromise safeguarding procedures (e.g., identifying locations of vulnerable pupils or restricted areas).
- Any safeguarding concern about a child's whereabouts during the school day must be raised directly with the school office, not managed through tracking technology alone.
- If a device is suspected to be used inappropriately, the school may investigate and take appropriate action, including involving safeguarding authorities if necessary.

The school reserves the right to request the removal or disabling of any device that is considered to pose a safeguarding or privacy risk.

Staff responsibilities

All staff have a role in ensuring this policy is upheld.

Staff must:

- Be aware that some pupils may carry tracking devices.
- Maintain professional boundaries and not engage with or rely on such devices in their duties.
- Report any concerns about misuse, unusual behaviour, or safeguarding risks to the Designated Safeguarding Lead (DSL) immediately.
- Follow school procedures if a device is found to be causing disruption or concern.

Staff must not:

- Attempt to access, interfere with, or disable a device unless there is a clear and immediate safeguarding risk.
- Use personal tracking devices to monitor pupils.

The Designated Safeguarding Lead (DSL) will:

- Assess any reported concerns relating to tracking devices.
- Determine appropriate actions in line with safeguarding policies.
- Liaise with parents/carers and, where necessary, external agencies.

Breaches of the Policy

Failure to comply with this policy will be taken seriously.

Examples of breaches include:

- Using a device to track staff or pupils during the school day.
- Attaching a device in a visible or inappropriate manner.
- Causing disruption to learning through misuse of a device.
- Failing to follow staff instructions regarding device use.

Possible consequences may include:

- Confiscation of the device for the remainder of the school day.
- Communication with parents/carers.
- Restrictions on bringing devices into school.
- Further action in line with the school's behaviour policy.

Serious or repeated breaches may be treated as safeguarding concerns and dealt with accordingly.

Data Protection

The school is committed to upholding data protection standards.

- The school does not collect, store, or process data from personal tracking devices.
- Responsibility for the lawful use of tracking devices lies with parents/carers.
- Parents/carers must ensure compliance with relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR).
- Any data collected through tracking devices must not be shared in a way that could identify or harm other individuals within the school community.

The school accepts no liability for data breaches or misuse of data generated by privately owned tracking devices.

Review

This policy will be reviewed:

- Annually as part of the school's safeguarding policy review cycle.
- In response to changes in legislation, guidance, or technology.
- Following any significant incident involving tracking devices.

Communication

To ensure awareness and understanding:

- This policy will be published on the school website.
- A letter (Appendix 1) will be sent to all parents/carers with the policy attached.
- Staff will receive guidance as part of safeguarding training.
- Parents/carers may be reminded of the policy periodically, particularly in response to emerging technologies or concerns.

The school will work in partnership with families to ensure that technology is used responsibly and in the best interests of all pupils.

Appendix 1 | Letter to families

Dear Parent/Carers,

We are writing to you to let you know about our school's new policy on the use of AirTags and other location trackers.

What are location trackers?

AirTags are small, remote tracking devices which are often used to keep track of the location of luggage and personal items such as keys and wallets. Some other devices, such as watches and smartphones, may also offer this functionality.

Although often not designed for this purpose, tracking devices are sometimes used by parents and carers to track their child's location.

Our policy on the use of trackers

We understand that location trackers such as AirTags can provide reassurance to parents and carers, particularly those whose children travel a long distance to and from school or who are going on a school trip or to an off-site event.

We **only** permit the use of location trackers on school grounds and on school trips or at off-site events when:

- The pupil is aware that they are carrying the device, that it's turned on, what it does, and who has access to the data that it transmits.
- The device (if it's a standalone tracking device) is securely attached to a schoolbag or coat, which is kept in a child's locker when the pupil is on the school site. Devices are not to be worn by children or attached to their clothing.
- Any live listening or 2-way communication functionality is turned off during school hours and on school trips or at off-site events.
- Any noise-making functionality, such as emitting an alarm, is turned off and/or the pupil knows how to turn it off promptly. If a device does cause disruption, the pupil must immediately silence the alarm and/or deactivate the device, or it will be confiscated and returned to the parent/carer at the end of the school day.

The parent/carer using the device understands that:

- The device may transmit false information, or cease to transmit information, due to malfunction
- Their child's location may vary from what they expect due to unavoidable changes to circumstances (such as a change of classroom to a different site) or itineraries (such as travel disruption on a school trip)
- The school is unable to respond to frequent queries or concerns that arise because of tracker data

The school is not responsible for keeping the device safe, secure and undamaged.

Please see the attached policy for the full details of our school rules around tracking devices.

If you have any questions about the policy, please do not hesitate to get in touch.

Best wishes,

Mrs Claire Scott-South