



Mobile Device Policy

To be reviewed September 2026

1. Introduction

Howard Community Primary School recognises that technology in the form of mobile phones and smart watches are powerful communication devices which can contribute significantly to learning. Almost all have camera applications, access to social media and the web, as well as having the facility to store huge amounts of data. The school also recognises that many parents consider phones to be an important tool for remaining in contact with their children and that they can have useful educational benefits.

However, our primary aim is to educate our pupils in a safe environment free of any distractions caused by such technology and as such we prohibit the use of mobile phones during the school day. The reasons for this are set out below.

2. Why mobile devices are prohibited during the school day

Our mobile phone policy is based on four principles, agreed by the Senior Leadership Team and fully endorsed by the Governing Body of the school.

Firstly, all pupils have a right to privacy and should not be photographed or recorded by other pupils during the period of time they are at school.

Secondly, all pupils have the right to be taught in a safe, purposeful learning environment and lessons should not be disrupted by texts or calls made on mobile phones.

Thirdly, all pupils should be protected, as far as is possible, from inappropriate internet content and cyber-bullying. All internet and email access to and from pupils whilst they are in school should come through the school's filtering system so that it can be monitored and controlled.

Fourthly, school staff should not be placed in a position where their actions could be photographed or recorded without permission. Furthermore, parental contact which is not managed by the school may also lead, on occasions, to adverse reactions from pupils, which staff must then respond to.

Pupils are discouraged from bringing into school mobile devices and to take the opportunity of being free from the influence of any forms of digital media for the eight hours they are in school or travelling to and from school.

3. Rules and Responsibilities Relating to Mobile Devices

3.1. Definition of Mobile Device in this policy:

A mobile device is any electronic device that is capable of any of the following: sending messages, taking photographs or video, playing games or music and accessing the internet.

4. Mobile devices on the school site:

4.1. Mobile devices should not be seen, heard or used on the school site between 8.30 am and 3:30 pm under any circumstances. Headphones are also prohibited as it will be deemed that a mobile device is in use. Where pupils are involved in an after school club this prohibition is extended until the club is complete and pupils have **left the school site**.

4.2. Where mobile devices have been brought on to the school site they should be turned off and stored securely by school staff. Pupils must not have phones in coats, bags or pockets. Turning the mobile device to silent mode rather than off is not sufficient; it will be deemed that the mobile is still be in use.

5. Responsibility for Mobile Devices

5.1. Parents are required to complete a permission form to allow their child to bring a mobile device to school, this is only in exceptional circumstances

5.2. The school accepts no responsibility for lost, damaged or stolen devices that are brought onto the school site.

5.3. It is the pupil's responsibility to ensure the safety of the mobile device during the school day by handing in their device to school staff at the start of the day.

6. Requesting access to mobile devices

6.1. The school retains the right to request access to a mobile device where it is suspected that a serious breach of the school's behaviour and/or safeguarding policies has taken place.

- 6.2. The school retains the right to withdraw the right of a pupil to have a phone where it is suspected that criminal activity and/or bullying has taken place and/or where the reputation of the school has been brought into disrepute.

7. Parental contact during a school day

- 7.1. All contact between parents and pupils during the school day needs to be made through the main office. At no point should a parent make direct contact to a pupil through a mobile device.
- 7.2. Any contact by a mobile device between a pupil and a parent will be deemed a breach of the mobile device policy and will be dealt with according to the consequences stated in section 9 of the policy.

8. Consequences for breach of policy

- 8.1. If a mobile device is seen or heard, or where there is evidence that a device has been used at school then it will be confiscated by staff and returned to the parent on collection of the device at the end of the day.
- 8.2. A repeat offence during the same term will result in the pupil not being allowed to have a mobile at school. The device will be returned to a parent only.
- 8.3. The school reserves the right to apply alternative sanctions if appropriate.
- 8.4. The school has the right to confiscate mobile devices under DfE Statutory Guidance 'Searching, Screening and Confiscation', January 2018.

9. Pupil and Parental understanding of the mobile devices policy

- 9.1. This policy and our expectations, with reasons for the requirements will be clearly outlined to pupils at the beginning of each academic year.

10. Staff Use of Mobile Devices

- 10.1. Staff will model appropriate behaviours in their use of mobile phones. Staff should not use personal mobile devices in lessons or in public areas of the school site. Senior staff may use mobile phones which are approved and owned by the school for the purpose of promoting the school's work and for communication.
- 10.2. Staff will confiscate any device seen or heard between 8.30 am and 3:30 pm, and deliver it to reception where it will be available for collection at the appropriate time, in accordance with Section 9 of this policy.

11. Parents/Carers should

- 11.1. Remind their children of this policy if they permit them to bring a mobile device into school and contact the school reception via telephone, or email, if an emergency arises or they need to get an urgent message to their child. Direct contact with students via a mobile phone is in breach of this policy.

11.2. Acknowledge any communication from the school with regards to a confiscation of a mobile phone because it has not been used in accordance with this policy in a timely manner. Parents are expected to support the school when transgressions of this policy occur.

12. Visitors

12.1. Visitors will support the College by using their mobile in a responsible manner.

Review and Monitoring

The school Mobile Devices Policy will be reviewed on an annual basis by the Local Governing Body, taking into account the number of incidents that have taken place in the preceding twelve months and the impact on teaching and behaviour.

Appendix A: Letter to parents



Dear Parent/Carer,

If your child needs to bring a phone to school, please complete the attached form to give your permission for this and to explain the reason your child needs to have a phone in school.

Please make sure that your child understands the school rules about mobile phone use. These are very important and are in place to ensure there is no inappropriate use of mobile phones during the school day.

We strongly discourage pupils from bringing phones to school, there is a risk of phones being lost, damaged or used inappropriately. You can always contact your child or send them a message by calling the school office.

School Rules on Mobile Phones

- If a pupil has a need to bring a phone to school, their parent must complete a permission slip and return it to school. Until this is received, with good reasons for the pupil to have the phone at school, phones will not be allowed. They will be taken in by a leader and handed back only to parents.
- Phones **must be turned off at all times** on school premises, including on the playground before and after school.
- Pupils found using their phones during the school day will not be permitted to bring a phone to school at any time.
- Pupils must hand their phone in to a member of staff as soon as they arrive at school. If they attend breakfast club, this is as soon as they arrive in the morning. Phones will be held securely until the end of the school day.
- The school accepts no responsibility for loss or damage to mobile phones. We ask that phones are only ever brought to school in exceptional circumstances.
- Pupils' phones must be clearly marked with their name.
- If a pupil is found to be using a phone on school premises, this is a serious matter and will be dealt with in accordance with our guidelines.

Whether at home or at school, please remember that mobile phones provide easy access to the Internet which, while it can be full of fantastic opportunities, can also be a

very risky place. It is important that we all work together to keep children safe. We strongly recommend that you enable parental controls on your child's phone, and talk to your child about how to stay safe online.

This website has good advice: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

Thank you for your support in keeping all our pupils safe.

Yours sincerely

Alison Weir

Headteacher

I give permission for my child _____ (name) to bring a mobile phone to school.

I have spoken to my child and they understand the rules around mobile phone use on the school site. The reason for them needing to bring a mobile phone to school are:-

Parent/carer

signature

Date _____