

Mobile Phone and Smart Technology Policy

"Flourishing Together"



Primary School Mobile Phone and Smart Technology Policy

Effective from: 1 September 2026

Review Date: July 2027

Approved by: Governing Body

1. Policy Statement

At Heysham St Peter's, we are committed to providing a calm, safe and purposeful learning environment in which all pupils can thrive. In line with Department for Education (DfE) guidance, our school is a **mobile phone-free environment** throughout the school day. The use of mobile phones and other smart devices by pupils is prohibited except in exceptional, agreed circumstances.

This policy applies to all pupils, staff, volunteers, visitors and contractors whilst on the school site or engaged in school activities.

2. Purpose

The aims of this policy are to:

- Promote positive behaviour and engagement in learning.
- Safeguard pupils and staff.
- Reduce distractions during the school day.
- Minimise the risk of cyberbullying and online harm.
- Protect privacy and personal data.
- Ensure consistency across the school community.

The DfE expects schools to prohibit the use of mobile phones throughout the school day, including lessons, breaktimes and lunchtimes.

3. Scope

For the purposes of this policy, "mobile phones" includes:

- Mobile phones and smartphones.
- Smartwatches capable of communication, messaging, photography or internet access.
- Any smart device capable of recording audio, video or images.
- Any device capable of sending or receiving messages or notifications.

4. Expectations for Pupils

EYFS, Key Stage 1 and Lower Key Stage 2 – Year R – Y5

Pupils should not bring mobile phones or smart devices to school.

Upper Key Stage 2 (Year 6 and Summer Term of Y5 Only)

Where parents/carers believe a child requires a mobile phone for travel to and from school, a parent must complete the mobile phone agreement.

If permission is granted:

- The phone must be switched off before entering the school site. (This includes before breakfast club and during after school clubs)
- The phone must not be used anywhere on the school premises.
- The phone must be handed to the school office on arrival or stored securely in accordance with school procedures.
- The phone may only be collected at the end of the school day.

Smartwatches with communication, messaging, internet or camera functions are not permitted.

5. Use During the School Day

Pupils must not:

- Make or receive calls.
- Send or receive messages.
- Access the internet or social media.

- Take photographs or videos.
- Make audio recordings.
- Use a mobile phone or smart device during lessons, breaktimes, lunchtimes or extracurricular clubs.

The school day includes the time between lessons, breaktimes and lunchtime.

6. Communication with Parents and Carers

If a parent/carer needs to contact their child urgently during the school day, they should contact the school office.

If a pupil needs to contact home, this will be facilitated through the school office. E.g. Forgotten PE kits etc.

Parents and carers are asked not to contact pupils directly via mobile phone during the school day.

7. Exceptional Circumstances

Reasonable adjustments will be made where a pupil requires access to a device due to:

- A medical condition.
- A disability.
- An Education, Health and Care Plan (EHCP).
- Other exceptional circumstances agreed by the Headteacher.

Any agreed arrangements will be documented and shared with relevant staff. The DfE guidance recognises that adaptations may be necessary for individual pupils in exceptional circumstances and as approved by the headteacher.

8. Tracking Devices and Location Services

To safeguard the privacy, safety and wellbeing of all pupils, children must not bring, wear, carry or have attached to their belongings any personal tracking device, including GPS trackers, Apple AirTags, Samsung SmartTags, Tile devices or similar location-monitoring technology. This prohibition applies at all times on school premises and during school trips, educational visits, sporting events and residential visits. The school does not permit the use of tracking technology to monitor pupils' movements within the school environment or whilst participating in school-led activities. We believe that positive relationships between home and school are built on mutual trust, open communication and shared responsibility for children's welfare. Parents and carers are therefore expected to respect the school's safeguarding procedures and should contact the school directly if they require information regarding their child's whereabouts, welfare or travel arrangements during the school day or whilst attending off-site activities. Any prohibited tracking device identified by staff may be removed and returned to a parent or carer in accordance with the school's safeguarding procedures.

9. Staff Use of Mobile Phones

Staff are expected to model the school's expectations.

Staff should:

- Keep personal mobile phone use to a minimum during the school day. They should be kept away from children and not be on show.
- Staff should not be using mobile phones in front of the children. If they need to make a call or take a call this should be during break times and lunchtimes unless approved by a SLT member in an exceptional circumstance.
- Not use personal devices whilst supervising pupils unless required in an emergency.
- Follow the Staff Code of Conduct and Safeguarding Policy.
- Use school-approved devices where communication or photography is required for educational purposes.

The DfE advises that staff should model appropriate behaviour regarding mobile phone use.

10. Visitors and Volunteers

Visitors and volunteers should:

- Keep mobile phones on silent.
- Avoid using mobile phones in areas where pupils are present unless necessary.
- Never photograph or record pupils without prior authorisation from the school.

11. Breaches of the Policy

Where a pupil breaches this policy:

First Incident

- Device confiscated until the end of the school day.
- Reminder of expectations issued.

Repeated Incidents

- Device confiscated.
- Parent/carer informed.

- Appropriate behaviour sanction applied in line with the school's Behaviour Policy.

Serious Breaches

Examples include:

- Recording pupils or staff without permission.
- Sharing inappropriate content.
- Using a device to bully, intimidate or harass others.
- Accessing prohibited online content.

Such incidents may result in:

- Withdrawal of permission to bring a device to school.
- Behaviour sanctions.
- Safeguarding referrals.
- Police involvement where appropriate.

The DfE confirms that schools may use sanctions, including confiscation, where pupils breach school rules.

11. Searching and Confiscation

School staff may confiscate a device where there are reasonable grounds to believe it has been used in breach of school rules.

Where necessary, searches will be conducted in accordance with current legislation, DfE guidance and the school's Behaviour Policy. Please refer to our school behaviour policy.

12. Data Protection and Safeguarding

Unauthorised photography, filming or recording of pupils, staff or visitors is not permitted.

The school will investigate any concerns relating to:

- Image sharing.
- Cyberbullying.
- Inappropriate online activity.
- Breaches of privacy.

Incidents will be managed in accordance with the school's Safeguarding and Child Protection Policy.

13. Linked Policies

This policy should be read alongside:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Data Protection Policy
- Acceptable Use Agreement

14. Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of this policy and review it annually, or sooner if national guidance changes.

Summary

Our school is a mobile phone-free environment. Pupils should not access mobile phones or smart devices at any point during the school day. Any exceptions must be approved in advance by the Headteacher and will be considered only where there is a clear and evidenced need.