



Mobile Device Policy

Policy approved by: FGB

Date approved: 07/10/26

Review date: October 2028

1. Purpose

The purpose of this policy is to ensure that mobile phones and other personal electronic devices do not disrupt teaching and learning, compromise safeguarding, or negatively affect the wellbeing of pupils.

The school recognises that some pupils may need to bring a mobile phone to school, particularly where they travel independently or have specific family, medical or safeguarding circumstances. However, mobile phones are not required for learning during the school day and must not be used inappropriately on school premises.

This policy applies to all pupils from EYFS to Year 6, staff members, visitors and volunteers and to all mobile phones and similar personal communication devices, including smartwatches where they have communication, recording, camera or internet capabilities.

2. Our approach

Whitegate Primary School aims to provide a safe, calm and focused learning environment.

Our expectations are based on the following principles:

- Mobile phones should not distract pupils from learning, play or social interaction.
- Pupils should not use personal devices to photograph, film, record or communicate with others during the school day without permission.
- The school must be able to safeguard pupils from inappropriate online content, communication and misuse of technology.
- Personal devices remain the responsibility of the pupil and their parent/carer.
- Rules will be applied consistently and proportionately.

3. Bringing a mobile phone to school

EYFS to Year 2 pupils are forbidden from bringing a personal mobile phone to school. If a child in these year groups brings a phone to school the agreed procedure is that this will be handed over to a member of staff who will send it to the office for safe keeping during the day. This can then be collected at the end of the day from the office by a parent. Parents will be informed that the school will not be held responsible for the security of a mobile phone brought into school unless they are handed to staff for safekeeping.

Pupils in Year 3 and 4 are permitted to bring a mobile phone to school, to support safety issues if they come to school independently AND if their parent has provided the Head of School with written permission.

Pupils in Year 5 and 6 are permitted to bring a mobile phone to school, to support safety issues if they come to school independently. All mobile phones should be named, switched off and handed to the Admin Assistant in the school office at the beginning of the day and collected at the end of the day. If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- mobile phones must be switched off at all times **whilst on the school premises**
- it is not permitted for a pupil to film or photograph anyone on school grounds using their mobile phone

- the phone will be kept in the school office throughout the day
- the school will not be held responsible for the security of a mobile phone brought into school unless they are handed in for safekeeping
- content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a member of the SLT if the pupil is suspected of using their phone to commit a serious breach

4. Smartwatches and other wearable devices

Smartwatches and other wearable devices must not be used as an alternative means of accessing a mobile phone during the school day.

Where a smartwatch has communication, internet, recording or similar functions, the school may require the device to be switched off, placed in a restricted mode or stored in the same way as a mobile phone.

Parents/carers should contact the school if a child requires a particular device for medical or other agreed reasons.

5. Safeguarding and privacy

The school takes the safeguarding and privacy of pupils and staff seriously.

Pupils must not use personal devices to:

- photograph or film pupils, staff or visitors without permission.
- record conversations without permission.
- share images, videos or recordings of other people.
- create or share inappropriate or harmful content.
- access or distribute material that is unsuitable for children.
- use group chats, social media or messaging services to bully, harass or intimidate others.

Any concern involving a mobile phone that may have a safeguarding implication will be dealt with in accordance with the school's safeguarding procedures.

Where a device contains material that raises a safeguarding concern, the school will follow its safeguarding and child-protection procedures and may involve parents/carers or other appropriate agencies where necessary.

6. Consequences of inappropriate use

The school will respond to breaches of this policy in a proportionate and consistent manner.

Depending on the circumstances, the school may:

- remind the pupil of the expectations.
- require the pupil to hand the device to a member of staff.
- store the device securely until the end of the school day.
- require a parent/carer to collect the device.

- impose an appropriate school sanction in accordance with the school's behaviour policy.
- require a meeting with the pupil and parent/carer.
- take further action where the incident involves bullying, safeguarding, illegal material or other serious concerns.

Repeated breaches may result in the school requiring the pupil to leave their phone at home or follow an alternative agreed arrangement.

The response will take account of the circumstances of the incident, the pupil's age, any additional needs, and whether there are relevant medical or safeguarding considerations.

7. Refusal to hand over a device

If a pupil is asked to hand over a mobile phone or other personal device in accordance with this policy and refuses to do so, the matter will be dealt with under the school's behaviour policy.

Staff will not use physical force simply to obtain a phone. Any safeguarding or serious behaviour concerns arising from the incident will be dealt with through the appropriate school procedures.

8. Searching a device

The school will not routinely search the contents of pupils' personal devices.

Where there is a serious concern about a pupil's safety, the safety of another person, or suspected inappropriate or harmful use of a device, the school will follow its behaviour, safeguarding and searching procedures.

Any action involving the contents of a device will be proportionate and carried out in accordance with the school's legal and safeguarding responsibilities.

9. Lost, damaged or stolen devices

Mobile phones and other personal electronic devices are brought onto school premises at the owner's risk.

The school will take reasonable steps to store devices securely where they have been handed in or confiscated. However, the school cannot accept responsibility for the loss, theft or damage of a personal device unless this results from the school's negligence or other legal responsibility.

Parents/carers are responsible for ensuring that any device brought to school is appropriately insured where necessary.

10. Emergencies and contact with parents/carers

In an emergency, pupils should not use their own mobile phone to contact parents/carers.

The school will make appropriate contact using school procedures and school communication systems.

Parents/carers should contact the school office rather than contacting their child directly on a mobile phone during the school day.

This helps the school to maintain appropriate safeguarding arrangements and ensures that staff are aware of important communication concerning pupils.

11. Medical and individual circumstances

The school recognises that some pupils may have medical, disability-related, safeguarding or other individual circumstances that require access to a mobile phone or electronic device.

Any agreed exception will be discussed with the parent/carer and, where appropriate, recorded as part of the pupil's individual arrangements.

Where a device is required for a medical purpose, its use will be managed in accordance with the pupil's healthcare or medical plan where applicable.

12. Parents and carers

Parents and carers are asked to support the school by:

- discussing these expectations with their child;
- ensuring that their child understands when and where a phone may be used;
- not contacting their child directly on their mobile phone during the school day;
- reporting any safeguarding concern involving a mobile phone to the school;
- ensuring that their child's device is appropriately secured and, where required, clearly identifiable.

13. Staff

Staff are expected to model appropriate use of mobile phones and personal devices.

Staff should not normally use personal mobile phones in front of pupils except where there is a legitimate professional, medical or emergency reason.

School-owned devices should be used wherever possible for school business.

Staff must follow the school's safeguarding, data-protection and acceptable-use policies when using electronic devices.

14. Visitors and volunteers

Visitors, volunteers and other adults working in school are expected to use mobile phones appropriately and in accordance with the school's safeguarding requirements.

Visitors should not photograph or record pupils

15. Review

This policy will be reviewed regularly to ensure that it remains appropriate in light of changes to technology, safeguarding practice, legislation and government guidance.

The policy will be reviewed at least every 24 months or sooner where significant changes occur.

Date: 01/10/2026

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