



Lisle Marsden Church of England Primary Academy

Mobile Phone Policy

Effective Date: March 2026
(adopted by Governors)

Review Date: March 2028

This procedure is non-contractual and can be amended by the academy at any time

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1. Introduction and aims

At Lisle Marsden Church of England Primary Academy, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the academy's behaviour policy, safeguarding policies and staff code of conduct.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present / during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom, a classroom at break time when pupils are outside, the administration block/ meeting rooms/PPA room etc.)

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01472 311040 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. Chat GPT and Google Gemini).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff should adhere to the academy staff code of conduct and social media policies to avoid any problems.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment (staff iPad etc.)

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Accessing Class DoJo
- Accessing CPOMS

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers unless absolutely necessary. If necessary, contact must be made via the school office or use of school mobile phone.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at break times and at lunchtimes.

The academy has a **no mobile phone policy for pupils** on school premises. However, the academy does recognise that in a very small number of specific cases some older children in Year 5 and Year 6 may need to bring a mobile phone to school for use on the way to and from school to their homes (whilst walking independently). In these cases, parents would need to contact the academy to make the case for why their child should bring their phone to school. This would include signing an agreement with the academy as to the purpose why their child requires a mobile phone and to adhere to the following:

- Once on school premises the mobile phone is switched off
- The phone is handed in to the school office
- The phone will be stored in locked secure location.
- The phone is not to be accessed during the school day under any circumstances
- The phone will be returned to the pupil at the end of the school day.
- The phone remains switched off until the pupil leaves the academy premises
- Pupils and parents understand that any reported misuse of the phone on the way to or way home from school that involves themselves or other pupils will result in the child not being allowed to bring their phone to school in future.

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

The academy has a no smart watch policy. Pupils are not permitted to wear smartwatches whilst attending school.

5.2 Exceptions for special circumstances

The academy may permit pupils to use a mobile phone in school, due to exceptional circumstances. For example, to monitor/manage a medical condition such as diabetes. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher.

Any pupils who are given permission must then adhere to the school's code of conduct / acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

Should any pupil be found to have brought a mobile phone to school without prior agreement, or it be reported that a child may have a phone concealed in their possession or within a bag etc.

- The mobile phone will be confiscated. (It is important to make parents and pupils aware that schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If a pupil's phone is confiscated, the academy will contact the parent/carer of the pupil concerned to make them aware of the issue. Normally the phone would be returned at the end of the day to the pupil, once contact has been made with the parent. However, in some cases the it may be necessary for the phone to remain confiscated until collected by the parent themselves. It is important to make parents and pupils aware that Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools
- Breach of this policy also contravenes the academy's pupil behaviour policy.

Should it be deemed necessary, the academy will search a pupils' phone following DfE's guidance on searching, screening and confiscation. The DfE guidance allows the academy to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

Should we find inappropriate content on a phone or if we suspect inappropriate behaviour, this could result in the academy involving other agencies such as Children's Services and/or police.

In each case, the sanction given must be reasonable and proportionate in line with the academy's behaviour policy, which may include suspension or exclusion in the most serious cases. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a school event where the taking of photographs has been authorised.
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Volunteers will be made aware of the rules for mobile phones on induction to working in school. A copy of this policy will be made available on the academy website and is available in the school office. A summary of the rules will be provided to volunteers.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

The academy recognises that parents may access their mobile phones within the school grounds before the start of the school day whilst dropping off their child, or at the end of the school day whilst collecting their child for personal use.

The academy recognises and permits the use of mobile phones in the presence of children within the academy building by parents for accessing the academy App, school communication, payment of school related expenditure etc.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that they identify their phone to staff so it can be appropriately labelled and stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The academy accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

- Information regarding the above statement is made clear to pupils and parents in the code of conduct/acceptable user agreement.
- A copy of this policy is available on the academy website and will be made available to new pupils and their parents/carers

Confiscated phones will be stored in the academy office in a locked cabinet. These become the responsibility of the academy until collected.

Lost phones should be returned to the academy main office. The academy will then attempt to contact the owner.

8. Monitoring and review

The academy is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Mr. Kinsey Headteacher.

This policy will be reviewed every two years. The next review will be March 2028.

Appendix 1: Code of conduct/acceptable use agreement for pupils who are allowed to bring their phones to school, and those who are permitted to access them during the school day due to exceptional circumstances

Mobile phone acceptable use agreement for pupils

You must obey the following rules if you bring your mobile phone to school:

1. Your parent/guardian must sign a permission form allowing you to bring your phone to school.
2. Your phone is switched off on arrival to the school site.
3. You take your phone to the school office at the beginning of the school day and hand it in to a member of staff who will keep it safe for you.
4. Collect your phone at home time from the office and switch on the phone only when you have left the school grounds.
5. Do not take images (video/photographs) of others without their consent before/after school.
6. Do not leave your phone in your bag/locker or keep on your person.

If you are given permission to use a phone during the school day due to exceptional circumstances:

7. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
8. Phones must be switched off (not just put on 'silent').
9. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
10. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
11. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
12. Don't share your phone's password(s) or access code(s) with anyone else.
13. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
14. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
15. Don't use your phone to view or share any kind of images.
16. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Appendix 2:

Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The academy has agreed to allowto bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct / acceptable use agreement where exceptional reasons permit the access/use of a mobile phone during the school day.

The academy reserves the right to revoke permission if a pupil does not abide by the policy.

The academy accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, speak to a member of staff who can direct you to a suitable space to use your phone.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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