

# Mobile Phone and Personal Device Policy



**Igniting a passion for learning in all; emboldening a community of high aspiration and fulfilment.**

**'I can do all things through him who gives me strength'.  
(Philippians 4.13)**

**#thischildcan**

|                     |                                         |                |
|---------------------|-----------------------------------------|----------------|
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## 1. Introduction and aims

At Rauceby Primary School our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones and personal devices, where applicable
- Provide clear guidelines for the use of mobile phones and personal devices for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar personal devices such as smart watches, smart rings or smart glasses

## 2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

## 3. Roles and responsibilities

### 3.1 Staff



All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 and reviewing it every 2 years, 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.

### **3.2 Governors**

As part of their monitoring and evaluative role, Governors may monitor the effectiveness of this policy if they deem it necessary.

## **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 during the school day, while pupils are present and 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).

There may be circumstances in which it's 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
- To access multi factor authenticators to enable access to school systems i.e CPOMS
- To access Spotify to access music used in school

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 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. ChatGPT and Google Gemini).

### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps. The only exception to this may be for safeguarding reasons of specific children with medical need whilst on a school trip or residential. Any sharing of personal contact details should be discussed and agreed with the Headteacher in advance.

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

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's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

### **4.4 Using personal mobiles for work purposes**



In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing Spotify to provide access to music

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. If necessary, contact must be made via the school office

## 4.5 School phones

Some members of staff have access to a school mobile phone for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

## 4.6 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

Children are not permitted to bring a mobile phone, smart watch, smart ring or other such device into school.

If, however, a pupil is walking to or from school without an adult, either directly from school or when travelling on the school bus, parents/carers, may want the security that their child can contact them in the event of an emergency. In these cases we would strongly advise the use of a 'brick' phone rather than a smart phone. Brick phones limit children's opportunities to access inappropriate content online whilst not under the supervision of an adult.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

If a child requires a mobile device for safety reasons when walking alone to or from school:

- On entry into school, the child will take their mobile phone to the school office where it will be kept securely for the day. The child's phone should be switched off. It is the child's responsibility to collect the mobile phone from the school office as they leave for home. The child's mobile phone should be clearly labelled with their name or initials and year group



If a child requires a mobile device for safety reasons when walking alone to or from school after travelling on the bus:

- On exiting the bus in the morning, the child should place their mobile phone in the basket provided by the member of staff greeting the bus. The child's phone should be switched off. The child's phone will be kept securely in the school office for the day. If the child is returning home on the bus, the child will collect their phone from the member of staff on bus duty as they embark on the bus. If the child is not returning home on the bus, it is the child's responsibility to collect their phone from the school office as they leave for home. The child's mobile phone should be clearly labelled with their name or initials and year group
- Children should not use their mobile phones whilst travelling on the bus. Unsupervised access to personal devices whilst travelling on the bus can lead to the misuse of the device resulting in the safety of other children being compromised.

Parents/carers should be aware that should their child bring a mobile device to school for this reason, they do so at their own risk. The school will not accept any responsibility for any loss or damage to a child's mobile device.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

## 5.1 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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.

Children are not permitted to bring smart wristwatches into school.

## 5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Headteacher to discuss this need in greater detail.

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

## 5.3 Sanctions

If a child is in breach of this policy:

- The mobile phone will be confiscated under section 91 and 94 of the Education and Inspections Act 2006. The phone will be kept in the school office and will only be released back once the child's parent/carer has been contacted. The child will be able to collect the phone from the school office at the end of the school day. If, for any reason, the parent/carer cannot be contacted before the child leaves school, the child will be able to take their mobile phone home to ensure they are safe and secure walking home alone. The only exception to this would be if the school had reason to believe the child had stored inappropriate content i.e pictures or videos of lessons/ inappropriate images of other children
- Staff do have the power to search a child's phone in specific circumstances as set out in the DfE's guidance on searching, screening and confiscation. The DfE allows staff to search a child's phone if there is a good reason to believe the phone contains pornographic images, or is being used to commit



an offence or cause harm to another person. In these cases staff will: alert the Headteacher; alert the parent/carer; invite the parent/carer to attend school so that searching and screening can take place with them present; the Headteacher or other senior leader and another member of staff would be present if a phone was to be searched.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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 public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils or while children are present

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.

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, but must refer any proposed 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.

## 7. Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

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 school 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 or from school.

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

## 8. Monitoring and review

The school is committed to making sure 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 DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.



## 9. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

### Acceptable Use Agreement

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

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's Relationships and Behaviour Policy This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. 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.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.



## 10. Appendix 2: Permission form allowing a pupil to bring their phone to school

| PUPIL DETAILS                   |  |
|---------------------------------|--|
| <b>Pupil name:</b>              |  |
| <b>Year group/class:</b>        |  |
| <b>Parent/carer(s) name(s):</b> |  |

The school has agreed to allow ,,,,,,,,,, to bring their mobile phone to school because they:

Delete as appropriate

- Travel to and from school alone
- Are a Young Carer
- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement

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

Parent/carer signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

| FOR SCHOOL USE ONLY   |  |
|-----------------------|--|
| <b>Authorised by:</b> |  |
| <b>Date:</b>          |  |



## 11. Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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, you may go to the school office
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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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