



Stapleford Community
Primary School

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Stapleford Community Primary School and Nursery

Use of Mobile Phones and Smart Devices Policy

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Related Documents:

SCPS Safeguarding Policy

SCPS Online Safety Policy

SCPS Positive Behaviour and Relationships Policy

SCPS Anti-bullying Policy

Approved by Local Governing Body: February 2026

Use of Mobile Phones and Smart Devices Policy

1. Introduction and Aims

At Stapleford Community Primary School, we recognise that mobile phones and other smart devices are part of everyday life for pupils, parents/carers, staff and the wider community. However, in line with the updated Department for Education (DfE) guidance *Mobile phones in schools* (2026), Stapleford is a mobile phone-free environment by default. Any deviation from this position is permitted by exception only, where there is a clear, agreed and proportionate rationale.

This approach reflects our school values and our Safeguarding and Positive Behaviour and Relationships Policies, which prioritise safety, wellbeing, positive relationships and pupils' readiness to learn.

For the purposes of this policy, references to *mobile phones* include any device with similar functionality, including (but not limited to): smartphones, smart watches, tablets, media players, portable gaming devices and tracking devices (e.g. AirTags) that can connect to networks, send or receive messages, or record audio or video.

This policy aims to:

- Protect pupils' wellbeing, safeguarding and learning time
- Promote safe, responsible and age-appropriate use of technology
- Provide clarity and consistency for pupils, staff, parents/carers, volunteers and visitors
- Ensure compliance with DfE guidance and safeguarding expectations

The policy also addresses risks including:

- Safeguarding and child protection concerns
- Data protection and privacy issues
- Disruption to learning and social development
- Loss, theft or damage to devices

2. Roles and responsibilities

2.1 Staff

All staff (including supply staff) are responsible for the consistent implementation of this policy. Volunteers or other adults working in school must report any known or suspected breaches of this policy to a member of staff immediately.

The Headteacher is responsible for:

- Ensuring the policy is implemented consistently and fairly
- Considering and authorising any exceptions
- Monitoring and reviewing the policy annually

2.2 Local Governing Body

The Local Governing Body will review this policy annually and ensure it remains compliant with statutory guidance.

3. Use of mobile phones and smart devices by staff

3.1 Personal devices

Staff, volunteers, contractors and others engaged by the school must not use personal mobile phones or smart devices while pupils are present, except in authorised circumstances.

Personal devices may only be used:

- During non-contact time
- In areas where pupils are not present (e.g. staff room)

Where staff need to receive essential work-related communications, this should be done away from pupils.

Exceptional circumstances (e.g. medical emergencies involving dependants) must be agreed in advance with the Headteacher. Where no exception is agreed, the school office number should be used as the

emergency contact point.

3.2 Data protection and AI

Staff must not use personal devices to:

- Process or store personal or confidential school data
- Upload or input school or pupil data into generative AI tools (e.g. ChatGPT, Copilot)

School email or apps accessed on personal devices must be password or biometrically protected.

Staff must comply with the school/trust's ICT, Social Media and Instant Messaging, Acceptable Use and Data Protection policies.

3.3 Safeguarding

Staff must:

- Not share personal contact details with pupils or parents/carers
- Not connect with pupils or parents/carers via social media or messaging apps
- Not take photographs, videos or audio recordings of pupils on personal devices. Any required images or recordings must be taken using school equipment only.

3.4 Work use of personal devices

In rare and necessary situations (e.g. evacuations, off-site visits or medical emergencies), staff may use personal devices.

In these cases, staff must:

- Act professionally and in line with the Staff Code of Conduct
- Not record pupils
- Avoid contacting parents/carers directly unless absolutely necessary. If necessary, staff need to keep their number hidden.

3.5 Work devices

Where staff are issued with school devices:

- Devices must only be used for work purposes
- Access must not be shared
- Use must remain professional and appropriate at all times

3.6 Consequences

Failure to follow this policy may result in appropriate professional consequences, in line with school/trust procedures and the Staff Code of Conduct.

4. Use of mobile phones and smart devices by pupils

4.1 General position (DfE guidance)

In line with DfE guidance, pupils are not permitted to use or access mobile phones or smart devices at any point while on the school site, including:

- Before and after school
- Breaktimes and lunchtimes
- Lessons, cloakrooms and playgrounds

This supports positive behaviour, healthy relationships and pupils' focus on learning.

4.2 Exceptions

Pupils may bring a mobile phone or smart device to school only where:

- They travel to and from school independently, or
- The device is required for medical monitoring (e.g. diabetes)

Pupils can only bring devices into school for learning purposes when agreed with SLT and class teachers.

Mobile phones and smart devices are not permitted on school trips or residential visits, including tracking devices, unless expressly authorised by the Headteacher and/or visit leader.

4.3 Storage arrangements

All authorised devices: - Must be switched off upon arrival at the school gate - Must be handed to the office manager for secure storage – collect from the front office at the end of the school day

Where access is required for medical or safeguarding reasons, this will be documented within a Health Care Plan or agreed reasonable adjustment.

4.4 Education and communication

Expectations are:

- Taught explicitly to pupils at the start of each term
- Reinforced regularly through assemblies and classroom practice
- Shared with parents/carers annually

Leaders monitor consistent application across the school.

4.5 Consequences (aligned with the Behaviour and Relationships Policy)

Where this policy is not followed, staff will respond in line with the school's Positive Behaviour and Relationships Policy, focusing on:

- Restorative conversations
- Reflection and repair of relationships
- Proportionate consequences that help pupils learn from mistakes

Mobile phones or smart devices may be confiscated in accordance with sections 91 and 94 of the Education and Inspections Act 2006. Any searching or examination will follow DfE *Searching, Screening and Confiscation* guidance.

Confiscated devices will be returned to parents/carers at a pre-arranged time.

Where behaviour may be criminal or raise safeguarding concerns (e.g. sexting, upskirting or harassment), the school will involve external agencies as appropriate.

5. Parents, volunteers and visitors

Parents/carers, volunteers and visitors must adhere to this policy while on site, including:

- Not using phones while working with pupils
- Not taking photographs or recordings of pupils (except of their own child at public events)
- Not sharing images on social media without consent
- Visitors are informed of expectations on arrival, and signage is displayed in reception.

6. Loss, theft or damage

The school accepts no responsibility for loss, theft or damage to personal devices brought onto the school site.

Confiscated devices will be stored securely in a locked cabinet and returned to parents/carers.

7. Online Safety Education and Partnership with Parents

Stapleford Community Primary School recognises that while mobile phones and smart devices are not used during the school day, the school recognises that their use outside of school can have a direct impact on pupils' safety, wellbeing and relationships. This includes risks such as cyberbullying, the inappropriate sharing of images or videos of pupils or staff, and the use of messaging or social media platforms.

Expectations for pupils' conduct online, including outside the school day, are made clear through the school's Online Safety, Safeguarding, Anti-Bullying and Positive Behaviour and Relationships policies. Where incidents occurring beyond the school day impact on the safety or wellbeing of members of the

school, the school will respond in line with these policies.

The school works in close partnership with parents and carers to promote safe and responsible use of technology beyond the school day. Parents and carers have a key role in setting boundaries, monitoring use and reinforcing expectations around online behaviour outside of school. (See online safety policy for further information).

7.1 Teaching online safety in school

Online safety is taught through a planned, age-appropriate curriculum which includes:

- PSHE and Relationships Education
 - Computing lessons
 - Assemblies and themed safeguarding weeks
 - Responsive teaching based on emerging risks or pupil need
- Teaching focuses on:
- Safe communication and respectful online behaviour
 - Understanding privacy, consent and digital footprints
 - Recognising online risks, including harmful content, grooming and cyberbullying
 - Healthy screen habits and emotional wellbeing
 - Critical thinking and media literacy

Staff reinforce messages regularly so that pupils develop confidence to seek help when something online makes them feel worried or unsafe.

7.2 Working in partnership with parents and carers

We believe online safety is most effective when school and home work together. The school will:

- Share guidance through newsletters, workshops and parent communications
 - Provide signposting to trusted organisations (e.g. NSPCC, UK Safer Internet Centre)
 - Offer practical advice on parental controls, age-appropriate apps and healthy routines
- We encourage families to:
- Talk regularly with children about their online experiences
 - Set clear boundaries around screen time and device use
 - Keep devices in shared family spaces where possible
 - Model respectful and balanced digital behaviour

Our aim is to support families to promote safe, positive and healthy digital habits beyond the school gate.

8. Monitoring and review

The school will review the impact of this policy annually, considering:

- Behaviour, safeguarding and monitoring/filtering records
- Feedback from pupils, parents/carers and staff
- Ofsted outcomes
- Updated DfE or local authority guidance

Appendix 1: Acceptable use agreement for pupils

Acceptable Use Agreement

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

1. Mobile phones and other smart devices are not to be retained by pupils on the school site and should be switched off and handed into the front office on arrival so they may be stored securely.

2. Do not share your contact details with people you don't know, and do not share other people's contact details.
3. Do not share your mobile phone's passwords or access codes with anyone else.
4. Do not use your mobile phone and/or other smart devices to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text message/messaging app
 - Social media
 - Gaming platforms
5. Do not use your mobile phone or smart device to send or receive anything that may be criminal.
6. The rules on bullying, and behaviour apply to how you use your mobile phone and other smart device even when you are not in school.
7. Do not communicate vulgar, obscene or derogatory language via mobile phone and/or other smart devices or when using social media. This language is not permitted under the school's behaviour policy.
8. Do not use your mobile phone or smart device to view or share any harmful or inappropriate content.
9. You must comply with a request by a member of staff to switch off, or hand in, a phone and/or other smart device. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

Pupil signature: _____

Parent signature: _____

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

PUPIL DETAILS

Pupil name: _____

Year group/class: _____

Parent(s) name(s): _____

I would like my child to be allowed to bring a mobile phone and/or other smart device to school because they:

- Travel to or from school by themselves
- Use the device as part of medical monitoring

I understand that pupils who bring a mobile phone and/or other smart device to school must abide by the school's policy on the use of mobile phones and other smart devices, and its acceptable use agreement.

The school reserves the right to revoke permission if pupils do not abide by the policy.

Parent signature: _____