

Milby Primary School

Mobile devices policy 2025 – 2026

This policy applies to all digital communication devices including mobile phones, smart watches, iPads and tablets, cameras and camcorders or any device capable of sending or receiving calls, messages, emails, images and recordings.

1 Introduction

We recognise that mobile devices are part of everyday life and that they can play an important role for personal safety, on journeys to or from school, and as a valuable means of communication. However, we also recognise that mobile devices can be a distraction in school and can provide a means of bullying or intimidating others as well posing a risk to children and adults. In addition, electronic devices such as mobile phones are expensive items that can easily be lost, stolen or damaged.

Children should not bring mobile devices or phones to school. This includes school trips, visits and after school clubs. The use of mobile devices by adults whilst at school also needs controlling to safeguard children. However, banning the use of mobile devices entirely would be difficult to enforce and would not be consistent with the aim of developing a culture of responsible use.

2 Pupils' use of mobile devices/phones

The school expects pupils to be dropped off and collected by an agreed adult or responsible person. If a child needs to contact a parent or carer whilst they are at school, then the office will make the call or provide access to the school telephone. Should parents need to contact their child whilst he/she is at school, they should telephone the school office on 02476 382587.

Where a parent feels it is essential for their child to bring a mobile phone to school, the following procedure should be followed:

- **Pupils are not allowed to use their phone at any time whilst on school premises, including before and after school and off-site activities.**
- The parent or carer must complete a written consent form, available from the school office.
- The mobile phone must be turned off and handed in to the child's class teacher during morning registration time.
- Children will be able to collect their phone at the end of school (or before leaving school if they are taking part in an after-school activity).
- Breaches of this policy will be considered a serious matter and dealt with through our behaviour and anti-bullying policies.
- Permission will be withdrawn immediately if pupils do not follow this policy.

Mobile phones/devices brought to school without permission will be confiscated and the parent will be asked to collect the phone from the school office at the end of the day.

Where the school has given permission for pupils to bring a mobile phone to school, they do so entirely at their own risk and the school accepts no responsibility for any loss or damage.

3 Adults' use of personal mobile phones and electronic devices

- **Mobile phones should not be used in any area where children are routinely allowed.**
- Staff, governors, volunteers and visitors are not permitted to make or receive calls, texts, email messages etc during contact time with children. For staff, emergency contact should be made via the school office.
- Adults should have their phones and other devices on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) whilst supervising/teaching pupils or whilst in areas that children use.
- Use of phones and electronic devices should be limited to non-contact time and breaks, and areas of the school where pupils are not routinely allowed, e.g. staffroom, office areas.
- All adults must ensure their device is protected with appropriate security measures such as a password to prevent devices being accessed by others.
- If there may be temporary, exceptional circumstances (e.g. a domestic emergency), then staff and volunteers should make the headteacher aware of this. The headteacher will agree appropriate arrangements with the individual.
- Staff are not permitted to use personal devices to take recordings or images of children. Legitimate recordings or photographs should be made using school equipment such as digital cameras and iPads.
- Staff should report any use of a mobile device that causes them concern to the headteacher or a designated safeguarding person.
- The above applies to all aspects of school, including out of hours provision such as after school clubs.
- This policy should be read in conjunction with our code of conduct for staff, governors and volunteers and Keeping Children Safe in Education 2024.
- Breaches of the policy will be treated as a serious matter and may lead to disciplinary procedures or referral to the Warwickshire Safeguarding children's team.

4 Use of mobile phones/devices and off-site activities

- The use of mobile phones or devices by staff during off-site activities will be agreed in advance as part of any risk assessment. The aim will be to ensure the health and safety of children and adults and for communication in the event of an illness or emergency.
- Any use of mobile phones or electronic devices on these occasions must be appropriate and professional.
- Parents and volunteers accompanying children and staff should be made aware of the points above.
- All relevant communications should be made via the school office, unless this would cause unnecessary delay in dealing with an urgent situation.



MOBILE PHONE CONSENT FORM

Child's name.....Class.....

I feel it is essential for my child to bring a mobile phone into school for the following reason:

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I understand and agree that:

- Pupils must not use their phone at any time whilst on school grounds, including before and after school and off site activities.
- The mobile phone must be switched off on arrival at our gates on Milby Drive and handed to the class teacher upon arrival at the classroom for secure storage.
- Children will collect their phone at the end of the school day and can switch it back on upon leaving our gates on Milby Drive.
- Parents/carers who give permission for their child to bring a mobile phone into school, do so entirely at their own risk and the school accepts no responsibility for any loss or damage.

Signed..... parent/carers

Date.....

Please refer to our mobile device policy on the school website.