

# **MOBILE PHONE/DIGITAL DEVICES POLICY**

Version	Reviewed	Date	Changes
1	SS	June 2021	Updated parent agreement
1.1	SS	June 2023	Update of procedure for handing phone in
1.2	SS	July 2024	Updated consequences for mis-use of mobile phones.
1.3	SS	July 2025	Right to withdraw privilege
1.4	SS	Feb 2026	Update to reflect DfE guidance

This policy provides clear guidance on the use of mobile phones (and other devices able to capture images or transmit data – eg digital cameras and iPads etc) in school by staff and pupils.

## **1. Introduction**

1.1 This policy provides guidance on the appropriate use of personal mobile phones/other digital devices by members of staff and pupils.

## **2. Camera Mobile Phones**

Most mobile phones now have built in digital cameras. iPods and iPads, along with other smart devices also come with similar hardware. This enables users to take high quality pictures. These can then be sent instantly to other mobile phones/devices or e-mail addresses. They can also be posted on the internet or on social media sites.

There is the potential for camera mobile phones to be misused in schools; staff also put themselves at risk professionally when using them.

## **3. Staff Policy**

3.1 Staff use of mobile phones during their working school day should be:

- Outside of their contracted hours
- Discreet and appropriate eg. Not in the presence of pupils

3.2 Mobile phones should be switched off and left in a safe place during lesson times. School will not take responsibility for items that are lost or stolen.

3.3 Staff should never contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make

telephone contact with a pupil, a school telephone should be used.

3.4 Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

3.5 With regard to camera mobile phones, a member of staff should never use their phone to photograph a pupil(s), or allow themselves to be photographed by a pupil(s).

Only agreed school devices should be used to take photographs of pupils. This includes school cameras and ipads. All photographs taken of pupils must be uploaded to our school's shared area and then DELETED from the device.

3.6 This guidance should be seen as a safeguard for members of staff, the school and the Local Authority.

3.7 Staff should understand that failure to comply with the policy is likely to result in the enforcement of our Whistleblowing policy and associated procedures. Staff should also be prepared to prove that they have not taken photographs of children on their personal devices, or taken school devices home which have pupil photographs on them.

#### **4. Pupil Policy**

4.1 While we discourage phones being brought into school by pupils, there may be exceptional circumstances when a parent requests this (eg if a child is walking home alone and they live a distance away from school etc)

4.2 When a child needs to bring a phone into school, the mobile phone must be left in the school office, at the start of the day and collected at the end of the day. The phone must not be used on school property, this includes before and after school. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that LKPS accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

4.3 Where a pupil is found by a member of staff to have a mobile phone during the school day, the phone will be confiscated from the pupil, handed to a member of the school office team who will record the name of the pupil and attach this information to the phone. The mobile phone will be stored by the School Office. The parent must collect the phone at the end of the school day. **If this happens more than once, parents will be contacted directly and informed that their child may no longer bring a mobile on to school premises.**

4.4 If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be **regarded as a serious offence** and disciplinary action will be taken according to the school's Behaviour Policy. This will also result in the parent being informed that their child may no longer bring a mobile on to school property.

4.5 If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil's parent in the presence of a senior teacher.

4.6 Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (tel no. 0161 841 5080)

This policy supports the school's Health and Safety, Anti-bullying, Child Protection and Acceptable Internet Use policies. It has been endorsed by the Board of Governors and will be monitored, reviewed and amended as required.

September 2025



Dear Parent/Carer

**RE: MOBILE PHONE PARENTAL CONSENT**

In accordance with our School Mobile Phone Policy, we understand that your child will be bringing a mobile phone into school on a regular basis.

Please sign the form below giving permission for your child to do this and please be reminded that:-

1. Your child needs to bring the phone to the school office first thing in the morning before they go to their classroom;
2. The school bears no responsibility for any loss or damage to the mobile phone;
3. Your child's phone should be appropriately marked so that they can recognise it; and
4. Should your child be found to be using their phone inappropriately, or during the school day, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school, regardless of personal circumstance.

Yours sincerely,  
S Steward  
Headteacher

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**MOBILE PHONE PARENTAL CONSENT**

I/We give permission for our child \_\_\_\_\_ of Class \_\_\_\_\_ to bring their mobile phone into school.

I/We have read the policy and understand all its implications. I have spoken to my child about the rules associated with this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors



### User Signature

I agree to abide by Staff Acceptable Usage Policy and the Mobile/Devices policy.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read as well as understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

I confirm that I have had the opportunity to ask questions to clarify my understanding of this policy.

Signature ..... Date .....

Full Name ..... (printed)

Job title / Role .....

### Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature ..... Date .....