



St Paul's C of E VA Primary School

Mobile Device Policy

Last Reviewed : July 2026

Next Review: July 2027

L Varney

Headteacher
Chair of
governors

Date: July 2026

C Heaphy

Date: July 2026

Our Theologically Rooted Christian Vision:



St Paul's C of E VA Primary School, Chipperfield

Love to Learn: Learn to Love

Our Vision

Matthew 22:37 – The Greatest Commandment –
“Love the Lord your God with all your heart and with all your soul and with all your mind. Love your neighbour as yourself”.

But what does this mean?

In our school, love is at the centre of all we do. We show love and care towards each other. We show love and care towards all within our community and then beyond. We show love and care towards our learning. In this school, we value **thankfulness, friendship, courage, forgiveness** and **creativity**.
In this school, we know we **belong**.



1. Purpose

This policy sets out the school's expectations regarding the possession and use of mobile phones, smart watches, tablets and other personal electronic devices by pupils, staff, volunteers and visitors.

The policy aims to:

- Safeguard pupils and staff.
- Minimise disruption to learning.
- Promote positive behaviour and wellbeing.
- Protect privacy and personal data.
- Ensure compliance with safeguarding and data protection requirements.
- Reflect current Department for Education (DfE) guidance regarding mobile phones in schools.

2. Scope

This policy applies to:

- All pupils
- All staff

- Governors
- Volunteers
- Contractors and visitors

For the purposes of this policy, a mobile device includes:

- Mobile phones
- Smartphones
- Smart watches with communication, recording or internet capability
- Tablets and similar personal devices
- Any device capable of taking photographs, recording audio/video or accessing the internet

3. Principles

The school recognises that some pupils may need to bring a mobile phone to school for safety reasons when travelling independently.

However, mobile devices can:

- Distract from learning.
- Increase safeguarding risks.
- Facilitate cyberbullying.
- Compromise privacy.
- Create unnecessary social pressures among pupils.

The school therefore operates a clear and consistent approach to mobile device use.

4. Pupils

4.1 Bringing Mobile Phones to School

Pupils are discouraged from bringing mobile phones to school unless there is a specific need agreed by parents/carers.

Where a pupil brings a mobile phone to school:

- Parents/carers do so at their own risk.
- The school accepts no responsibility for loss, theft or damage.
- The phone must be switched off before entering the school site.

4.2 Use During the School Day

Pupils must not use mobile phones during the school day. Mobile phones must:

- Remain switched off.
- Not be used in classrooms, corridors, toilets, playgrounds or school trips unless specifically authorised by staff.
- Not be used to access social media, messaging services or online content during school hours.

4.3 Storage

Where pupils bring phones to school, they must:

- Hand them to the school office on arrival where they will be stored in a secure cupboard within the school office.

The Headteacher will determine the school's preferred storage arrangements.

4.4 Collection

Phones may be collected at the end of the school day and switched on only after pupils have left the school premises.

5. Smart Watches and Wearable Technology

Smart watches that:

- Connect to the internet,
- Send or receive messages,
- Make calls,
- Take photographs,
- Record audio or video,
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are treated in the same way as mobile phones.

Basic watches without communication or recording functions are permitted.

6. Educational Use

On rare occasions, personal devices may be used for educational purposes where:

- The activity has been authorised by a teacher.
- Appropriate supervision is in place.
- Safeguarding requirements are met.

Such use will be exceptional rather than routine.

7. Photography, Audio and Video Recording

Pupils must not use personal devices to:

- Photograph pupils or staff.
- Record audio or video.
- Share images or recordings taken on school premises.

Any unauthorised recording may be treated as a safeguarding concern and may result in disciplinary action.

8. Cyberbullying and Online Safety

The school takes all forms of cyberbullying seriously.

Where behaviour involving mobile devices during school hours affects the wellbeing, safety or education of pupils, the school may investigate and apply sanctions in accordance with the Behaviour Policy and Anti-Bullying Policy. Where an incident occurs between pupils outside of school hours and off of the school's site, school may support with an investigation into this, but there is no expectation for the school to do so.

Serious incidents may be referred to external agencies, including the police, where appropriate.

9. Staff Use of Mobile Devices

Staff must:

- Use personal mobile phones responsibly and professionally.
- Ensure devices do not distract from supervision duties.
- Keep personal devices secure.
- Follow the Staff Code of Conduct and safeguarding procedures.

Staff must not:

- Use personal devices to communicate with pupils.
- Take photographs of pupils using personal devices.
- Store pupil information on personal devices unless authorised and secured in accordance with school policies.

School-issued devices should be used whenever possible.

10. Visitors and Volunteers

Visitors and volunteers are expected to:

- Keep mobile devices on silent.
- Refrain from photographing or recording pupils.
- Follow instructions from staff regarding device use on site.

11. Safeguarding and Data Protection

All use of mobile devices must comply with:

- Keeping Children Safe in Education (KCSIE).
- UK GDPR.
- Data Protection Act 2018.
- The school's safeguarding procedures.
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Any safeguarding concerns arising from device use must be reported immediately to the Designated Safeguarding Lead (DSL).

12. Confiscation of Devices

Where a pupil breaches this policy, staff may confiscate a device in accordance with the school's Behaviour Policy and applicable legislation.

The school may:

- Retain the device until the end of the day.
- Require collection by a parent/carer for repeated breaches.
- Investigate content where there are safeguarding concerns and where permitted by law and school procedures.

13. Sanctions

Failure to comply with this policy may result in:

- Reminder of expectations.
- Temporary confiscation of the device.
- Parent/carer contact.
- Behaviour sanctions in line with the Behaviour Policy.
- Further action where safeguarding concerns arise.

14. Equality Considerations

Reasonable adjustments will be made for pupils who require a device due to:

- Medical needs.
- Disability.
- Special educational needs.

Any exceptions will be agreed by the Headteacher and documented appropriately.

15. Monitoring and Review

The Headteacher will monitor the effectiveness of this policy and review it annually, or sooner if guidance or legislation changes.