

Mobile Phone and Smart Device Policy

**Launde Primary
School**

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Reviewed February 2026 – In line with the updated [DfE guidance](#).

1. Policy Statement

The Department for Education's Mobile Phones in Schools guidance (2024, updated January 2026) expects all schools to be mobile phone free environments by default. This policy ensures that Launde Primary School provides a calm, safe and focused learning environment where mobile devices do not distract pupils or compromise safeguarding.

2. Aims of the Policy

- Ensure the school is a mobile phone free environment throughout the school day
- Promote safe and responsible use of technology
- Protect pupils' privacy, safety and wellbeing
- Reduce distractions and maintain high quality learning
- Ensure consistent expectations across the school
- Support safeguarding responsibilities in line with KCSIE

3. Expectations for Headteacher and Senior Leaders

- Implement and uphold a whole school phone free environment
- Ensure the policy is communicated clearly to staff, pupils, parents/carers and visitors
- Monitor and review implementation annually
- Ensure staff apply the rules consistently

4. Expectations for Staff

4.1 Professional Expectations

- Uphold this policy consistently
- Challenge any pupil using or attempting to use a phone
- Model appropriate behaviour by keeping phones out of sight during pupil contact time

4.2 Staff Use of Personal Mobile Phones

- Use only during non-contact time
- Use only in staff only areas
- Never in areas where children are present

4.3 Data Protection and Safeguarding

- No photos/videos of pupils on personal devices
- No sharing personal phone numbers with pupils, parents/carers
- No storing personal data on personal devices
- Staff must not upload, input, photograph, copy, or paste any work-related information (including pupil data, staff data, school documents, emails, or internal information) into any AI tool when using personal devices.
- This applies to all AI tools, including publicly accessible or “open” systems such as ChatGPT, Gemini or Claude.
- Any misuse of AI involving personal or sensitive data will be treated as a data protection breach and managed in line with Trust procedures.
- The Trust’s preferred and approved AI platform is Microsoft Copilot, accessed only via Trust-issued devices and licensed Microsoft 365 accounts.
- Copilot may be used for approved professional purposes only when logged in with a school account, ensuring enterprise-grade commercial data protection (green shield indicator).
- Staff must follow the Flying High Partnership AI Policy (2025) at all times when using AI tools.

4.4 Work Purposes (Exceptional Circumstances)

- Personal mobile phones may be used for Multi-Factor Authentication (MFA), emergency situations, or where required for authorised off-site supervision.
- When contacting parents/carers, staff must withhold personal phone numbers. Schools will specify where personal phone use may be necessary, for example during educational visits or residentials, and this will be made explicit within the relevant risk assessments.
- Where applicable, arrangements relating to Alternative Provision or school events (including sporting fixtures) will be clearly outlined within the appropriate risk assessments.

Educational Visits and Residentials

- On all school trips and residential visits, a school mobile phone must be taken and used as the primary means of contacting parents/carers.
- In an emergency, if the school mobile phone is unavailable or not functioning, a member of staff may use their personal mobile phone where necessary.
- However, every reasonable effort should be made to contact the school office, so that the school can communicate with parents/carers directly wherever possible.

5. Expectations for Pupils

- Pupils must not bring mobile phones to school unless this has been formally agreed as a reasonable adjustment or as part of the school's arrangements for pupils who travel to and from school independently.
- Where a mobile phone is permitted as a reasonable adjustment (for example, linked to a medical or safeguarding need), the specific procedures will be clearly outlined by the school and supported by an appropriate risk assessment where required.
- Pupils who are permitted to bring a mobile phone to school (including those who walk to and from school independently) must hand the phone in to the school office immediately on arrival.
- All pupil mobile phones must be:
 - Powered off
 - Placed in a personalised wallet
 - Stored securely in a lockable drawer or safe for the duration of the school day
- Mobile phones will be returned to pupils at the end of the school day.
- If a pupil brings a mobile phone into school outside of the agreed procedures, the device will be confiscated immediately:
- First incident: Phone returned to the pupil at the end of the school day
- Repeated incidents: Phone will only be returned to a parent or carer

6. Expectations for Parents and Carers

- Support the phone free approach
- Do not contact children directly during the school day
- Request reasonable adjustments only where necessary

7. Reasonable Adjustments

- The use of a mobile phone may be permitted as a reasonable adjustment for pupils with medical, SEND, safeguarding or travel-related needs.
- Any agreed reasonable adjustment must clearly define:
 - The purpose for which the device is permitted
 - Where and how the device will be stored during the school day (for example, switched off and secured in a personalised wallet within a lockable drawer or school safe)
 - Any associated supervision or access arrangements
- A risk assessment must be completed to support the reasonable adjustment, particularly where a medical or safeguarding need has been identified.
- All reasonable adjustments involving mobile phones must be approved by the Headteacher.

8. Procedures for Confiscation and Storage

Confiscated devices will be:

- Logged on receipt
- Switched off
- Stored securely in the school office within a locked cupboard, drawer or safe

- Devices will be returned in line with the school's mobile phone procedures:
 - First incident: Returned to the pupil at the end of the school day
 - Repeated incidents: Returned only to a parent or carer
- The school does not accept responsibility for loss or damage to mobile phones or devices that are brought into school against policy or without prior agreement.

9. Expectations for Visitors, Volunteers and Contractors

- Phones on silent whilst on the school site
- Mobile phones may be used by visitors, volunteers and contractors only where pupils are not present and with the agreement of the school.
- Visitors, volunteers and contractors must only make or receive phone calls in locations where no children are present, such as:
 - The staffroom
 - A designated room arranged in advance with the school office, for example the Laundepad or the Conference room
- The use of mobile phones in any areas where pupils are present, including corridors, classrooms, playgrounds or shared spaces, is not permitted.
- No photos/videos to be taken of pupils
- Volunteers on trips may not use phones to contact parents/carers

10. Loss, Theft and Damage

- School not responsible for devices lost/damaged when brought against policy
- Confiscated items safely stored until collection in the school office.

11. Monitoring and Review

- Policy reviewed annually
- Review considers stakeholder feedback, safeguarding/behaviour data, and national guidance

