

Manland Primary School

Mobile phone and mobile devices policy



Last Review by School	September 2026
Next Review by School	September 2028

Aims

To inform all members of our school community about the appropriate use of mobile phones and mobile devices at our school. To outline the procedures and processes of this policy:

Introduction

This policy outlines the appropriate use of mobile phones and mobile devices such as tablets, smart watches or any other photographic device, or device which can access the internet, on our school site. It aims to address both the potential safeguarding risks posed by adults using electronic devices in school, and the potential behaviour and other challenges which could arise from children's use of electronic devices in school.

Purpose

The staff of Manland Primary School recognise that many pupils and their families own a mobile phone or mobile device. We also recognise that some parents and carers request that their child/ren bring a mobile phone or mobile device to school for before and after school for safety, security, or logistical reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Manland supports the Smartphone Free Childhood campaign and, in line with most primary schools in Harpenden and the surrounding district, does not permit pupil to bring smartphones into school. At Manland, this also includes mobile devices.

The school is prepared to allow mobile phones and mobile devices on the premises but only within the parameters of the policy as stated below.

Adults: including staff, Governors, volunteers and contractors etc.

- During the school day, phones and devices will be switched off or put on "silent" or "discreet" mode
- Staff members should give the school number if they need to be contacted in the event of an emergency and cannot answer the phone
- Mobile phones and mobile devices should not be used between 8.30-3.25 in classrooms, the hall, resources room, school office, pupil toilets, corridors or in any room that pupils have regular access to
- Mobile phones and mobile devices may be used before or after school, or at lunchtime, in the staffroom / car-park areas, as long as children are not present
- Staff must not use personal devices for photography in school. Only school cameras or devices are to be used during school events and class lessons
- In Reception, to ensure the safety and welfare of our children in our care, personal mobile phones and mobile devices are not permitted within the setting when in the presence of children. This is a statutory requirement of the Early Years Foundation Stage Framework
- We will ensure that the following measures are in place :
 1. mobile phones and mobile devices must be kept in a secure place and should not be accessed throughout contact time with pupils
 2. Photographs or images of any pupils within our care may only be taken following parental consent and only using the school camera or devices and those images should remain within the setting
 3. When on outings, mobile phones and mobile devices may only be used to make or receive phone calls relating directly to ensuring the safety and

wellbeing of pupils.

Pupils

- Pupils should not bring valuable items to school, as they can be easily lost or stolen
- Pupils are not be permitted to bring smartphones or smartwatches to school
- If a parent or carer feels their child needs a phone for safety reasons, we request that they consider a phone without internet connectivity (a 'brick' phone), such as a Nokia 3210
- Pupils remain responsible for all of their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones or other devices. Mobile phones and mobile devices are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobilephones or other devices
- During the school day, if a pupil is seen using their mobile phone or other device, it will be confiscated and returned to their parent/carer. This includes using a mobile phone or mobile device during a before- or after-school activity. This will be dealt with in line with the school's behaviour policy
- Parents and carers are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way. Parents and carers should contact the school office as an appropriate point of contact with their child
- If it is essential that a pupil brings a phone or any other device into school, it must be handed in to the class teacher, to be kept throughout the school day
- Even if pupils do hand their phones or mobile device in, they are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or mobile devices; or investigating theft of a phone or mobile device.

Parents, carers and other family members

- Mobile phone and mobile device use is not permitted on the school grounds
- For safeguarding reasons visiting adults are not permitted to take images on the school grounds unless permitted on special events such as Assemblies/Sports Days/sports events/etc. or if given permission by the Headteacher
- On these special events, family members may take photos of their own children. No photos of children other than their own should be placed on social media

Consequences

For pupils who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone or mobile device – to be returned to parents or carers
- Normal classroom sanctions as outlined in our behavior policy
- Communication with parents or carers regarding mobile phone and mobile device use at school
- A pupil being banned from bringing a mobile phone or mobile device onto school grounds.

Inappropriate Use – this policy should be read in conjunction with our Online Safety Policy

Generally, a mobile phone or mobile device will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or
- Threatens or is likely to threaten the safety or well-being of any person; or
- Is in breach of any law, including GDPR regulations

Inappropriate use of mobile phones and mobile devices will include pupils using them to bully, intimidate or otherwise harass other people through any SMS, app, or text message, photographic, video or other data transfer system available on the phone. This type of misuse will be dealt with under the Behaviour Policy and Anti-Bullying Policy.

It should be noted that it is a criminal offence to use a mobile phone or mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, tablets and similar devices.

School events

The use of mobile phones and mobile devices by pupils at any school or HSA event is strictly prohibited.