

Mobile Phones and Smart Devices Policy

Date reviewed: September 2026

Next Review: September 2027



Field Lane Primary



Polaris
Multi-Academy Trust

Academy Mobile Phones and Smart Devices Policy

1. Policy Statement

The Academy is committed to providing a calm, safe, inclusive and disruption-free learning environment where all pupils can achieve their full potential. The Academy operates a mobile phone-free environment throughout the school day. This policy was drafted in alignment with the Trust Mobile Phone Policy.

2. Aims and Objectives

To minimise distractions, support positive behaviour, protect safeguarding, reduce online harms and ensure compliance with Trust and DfE expectations.

3. Scope

Applies to all pupils, staff, governors, volunteers, visitors and contractors and covers mobile phones, smartphones, smart watches and other internet-enabled devices.

4. Academy Expectations

The Academy operates a 'Hand in on Arrival' system. Pupils bringing a phone to school must have parental permission, switch it off before entering school and hand it to the school administrator on reception, their class teacher or designated member of staff for secure storage until the end of the day. The Academy discourages pupils from bringing phones to school and accepts no liability for loss, theft or damage.

5. Arrangements for Pupils

Mobile phones must not be used during lessons, breaktimes, lunchtimes, assemblies, interventions, visits or any school activity. Parents should contact the school office if they need to pass messages to pupils during the school day.

6. Smart Watches and Connected Devices

Smart watches may only be used for telling the time. Messaging, calling, internet access, photography, or recording features must not be used.

7. Exceptions and Reasonable Adjustments

Exceptions may be authorised for medical needs, SEND requirements, EHCPs, Individual Healthcare Plans or other reasonable adjustments approved by the Head of School.

8. Safeguarding and Online Safety

Any concerns relating to cyberbullying, online safety, harmful content, unauthorised photography or inappropriate communications will be managed through Academy safeguarding procedures.

9. Searches, Confiscation and Sanctions

Use or possession of a mobile phone during the school day will result in immediate confiscation and a C3 sanction. On the first occasion, pupils may collect their phone at the end of the day. Subsequent incidents require collection by a parent/carer. Searches and confiscation will follow legislation and Academy procedures.

10. Educational Visits and Off-Site Activities

School expectations continue to apply on visits unless alternative arrangements are communicated in advance.

11. Staff Use of Mobile Phones

Staff must model appropriate use and comply with safeguarding, data protection and staff code of conduct requirements.

12. Visitors, Contractors and Volunteers

Visitors must follow safeguarding requirements and must not photograph or record pupils without authorisation.

13. Roles and Responsibilities

Governors oversee the policy. The Head of School implements procedures. Staff enforce the policy consistently. Parents support the policy and pupils comply with expectations.

14. Monitoring and Review

The policy will be reviewed annually and monitored through behaviour and safeguarding processes.

Appendix A: Mobile Phone Agreement

- Only pupils with parental permission should bring a mobile phone to school.
- Phones must be switched off on arrival.
- Phones must be handed to staff immediately on arrival.
- Phones will be stored securely during the school day.
- Phones used during the school day will be confiscated and sanctions applied.
- Repeat breaches require collection by a parent/carer.
- The Academy cannot accept responsibility for loss, theft or damage to personal devices.
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Mobile Phone Permission Slip

Name of Child: _____ Class: _____

My child needs to bring a mobile phone to school as he/she walks to/from school without an adult. I accept that the school cannot be held responsible for the security of my child's mobile phone and understand that if the phone is used inappropriately at the school, the phone will be confiscated immediately, and I will be responsible for collecting it from school.

Signature of Parent / Carer: _____ Date: _____