



Mobile Phone Policy

Effective September 2026



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To be read alongside the Acceptable Use Agreements for pupils

This document sets out Summerlea School's policy for managing the safe and appropriate uses of mobile and smart technology in school.

1 Overarching Principles

- 1.1 As a school, we provide an appropriate range of devices on which pupils can access the internet and other resources under appropriate supervision. As a result, there is no educational requirement for pupils to have any device of their own.
- 1.2 In partnership with parents, we aim to provide an environment in which pupils can be free of the additional risks of peer pressure, anxiety and social exclusion which can be created by use of mobile and smart devices.
- 1.3 Adults, including staff, are responsible for their own safe and appropriate use of devices, but should do so mindful of the impact on school culture.
- 1.4 The definition of 'smart devices' includes any device which is capable of connection to the world wide web, or of downloading apps such as social media. This includes mobile phones, tablets, gaming devices, smart watches and fitness trackers.
- 1.5 The principles in this policy apply whilst in the school building and on the school grounds, as well as school trips, visits, sporting events and residentials, unless express permission is granted from the Headteacher.

2 Pupil's use of devices

- 2.1 Pupils are not permitted to bring or use a smart device into school, including anywhere on the school grounds, this includes smart watches.
- 2.2 In cases where pupils travel to/from school independently (in Years 5 and 6), pupils are permitted to bring in a mobile phone. Such devices must be switched off on arrival at the school gates, and must be handed into the class teacher at the start of the day. These will be stored by the class teacher and then returned to the pupil upon dismissal at the end of the day.
- 2.3 Parents of Year 5 & 6 pupils, who travel to/from school independently, and who wish their child to have a mobile phone with them must complete a mobile phone registration form, prior to the child bringing the device into school.
- 2.4 While the school does not control or monitor pupils' access to devices outside of the school grounds, it remains mindful of its responsibility to ensure the wellbeing and safety of all pupils. If at any time any member of staff becomes aware of use of technology which might put a pupil at risk, they will advise the school's designated safeguarding lead, who will take appropriate actions in line with the trust's safeguarding and child protection policies and/or behaviour policy.
- 2.5 For the academic year 2026-2027, Year 6s are continued to be allowed to bring in a smart phone or smart watch into school, as long as it is switched off on arrival and handed into the class teacher at the start of the day. A mobile phone registration form must also be completed. From September 2027, pupils will not be permitted to bring in any smart devices to school.

3 Exceptional cases

- 3.1 There may be exceptional cases for the need for a device including SEND/Disability (eg. for communicating) and for medical purposes (eg. linking to a diabetes pump or monitor), then these will be approved by the headteacher, in line with the child's Health Care Plan. The conditions of their safe and appropriate use, whilst in school will be agreed between the school and parents.
- 3.2 In the case of families where a smart device needs to be transferred between two family households during the week, then parents are to contact the school who will make appropriate arrangements on the process for the handover and storage of the smart device. They must not be stored in school bags, lockers or cloakrooms.

4 Damage to property and breakages

- 4.1 The school cannot be held responsible for any loss, theft or damage to any item brought into school, including those permitted under this policy. In the case of bringing approved devices, families are advised to consider appropriate insurance for such circumstances.
- 4.2 Families are advised to label any item being brought into school so that its ownership can be easily identified.

5 Searches and confiscation

- 5.1 All 'smart' devices, including mobile phones are considered prohibited items under the school's behaviour policy.
- 5.2 If the school suspects a child has a prohibited device in their possession, the pupil will be asked in the first instance, to hand it in or to empty their bag or locker.
- 5.3 Staff have the power to search a pupil. Such searches will only be carried out under the direction of the headteacher, and in accordance with the guidance on searches, screening and confiscation provided by the DfE.
- 5.4 In the event that a prohibited item is found, it will be confiscated, and returned only to an adult with parental responsibility for the pupil.

6 Staff use of devices

- 6.1 We recognise that mobile and smart devices can be appropriate for use by staff in school in some circumstances.
- 6.2 Staff use of any device should be in line with the academy trust's acceptable use policy at the time.
- 6.3 Any member of staff bringing a device onto site and/or making use of such a device is responsible for its use in line with this and other trust policies. Staff should take appropriate steps to secure devices (such as passwords or biometric security) to ensure that no unauthorised use can be made of personal devices.
- 6.4 Staff are not expected to use personal devices in the course of working directly with pupils. In agreed circumstances, staff may make use of personal devices to record photographs in line with the trust's policy (including consent from the headteacher).

7 Volunteers and other visitors

- 7.1 The school asks that visitors to the site do not make any use of mobile devices while visiting the school.



- 7.2 Visitors and volunteers are expressly forbidden from taking any photographs or using devices both on site or off site when working in the capacity of a volunteer, except with the consent of the headteacher.
- 7.3 If visitors working for other agencies require access to services such as email, web-resources, etc., then it is expected that these will be accessed by an appropriate work device belonging to the visitor's employer. In all other cases, access should be only with the consent of the headteacher.

Appendix A – Acceptable Use Agreements

EYFS and KS1 acceptable use agreement (pupils and parents/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

Ask a teacher or adult if I can do so before using them

Only use websites that a teacher or adult has told me or allowed me to use

Tell my teacher immediately if:

- I select a website by mistake
- I receive messages from people I don't know
- I find anything that may upset or harm me or my friends

Use school computers for school work only

Be kind to others and not upset or be rude to them

Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly

Only use the username and password I have been given

Try my hardest to remember my username and password

Never share my password with anyone, including my friends

Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carers

Save my work on the school network

Check with my teacher before I print anything

Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Children in classes from Reception – Year 4 are not permitted to bring a mobile phone or Smart Watch (that connects to a phone, has independent internet access or takes photos/videos) to school.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carers):

Date:

Acceptable use of the school's iPads and Chrome Books: agreement for pupils and parents/carers

Name of pupil:

Rules for iPad and Chrome Book Use:

Handle the iPads and Chrome Books extremely carefully so that you don't drop them or drop anything on them.

Report any website or content that you come across that is not appropriate.

Hand any unattended iPad or Chrome Books that you find to the nearest adult.

Do not create any accounts on the iPad or Chrome Book.

Do not attempt to modify/change the iPad or Chrome Book hardware in anyway.

Do not add or remove applications from the iPads.

Do not change any settings on the iPads or Chrome Books.

Do not use the camera, or any other iPad feature, inappropriately or to embarrass anyone else.

Do not damage the iPad or Chrome Book in anyway e.g. with graffiti or stickers.

Do not place any food or drink near the iPad or Chrome Books.

Child's Agreement

When I am at Summerlea Primary School, I would really like to be able to use the iPads and Chrome Books. I know that I must be really careful and sensible when I am working on them and:-

I understand that using an iPad or Chrome Book is a privilege and that, to be allowed this privilege, I must follow the Rules for iPad and Chrome Book use.

I understand that my use of the iPads and Chrome Books is not private – all activity I perform on an iPad and Chrome Book can and will be monitored.

I agree that it is ultimately my responsibility to make good choices when I use the iPad, Chrome Book and computer network.

If I follow these rules I know that I will have a great time with the iPads and Chrome Books. If I do not follow the rules, I understand that this may result in loss of access to the iPads and Chrome Books as well as other sanctions.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the school's iPads and Chrome Books when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's iPads and Chrome Books, and will make sure my child understands these.

Signed (parent/carers):

Date:

KS2, acceptable use agreement (pupils and parents/carers)

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

Always use the school's ICT systems and the internet responsibly and for educational purposes only

Only use them when a teacher is present, or with a teacher's permission

Keep my usernames and passwords safe and not share these with others

Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer

Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others

Always log off or shut down a computer when I've finished working on it

Hand in my phone (Year 5) or hand in my phone/smart watch during the school day (Year 6 only)

I will sign the phone/smart watch permission slip and follow the rules in the letter (Year 5 and 6 only)

I will not:

Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity

Open any attachments in emails, or follow any links in emails, without first checking with a teacher

Use any inappropriate language when communicating online, including in emails

Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate

Log in to the school's network using someone else's details

Bring a phone or smart watch into school (Year 3 and Year 4). Bring a smart phone or smart watch into school (Year 5).

Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:



Acceptable use of the school's iPads and Chrome Books: agreement for pupils and parents/carers

Name of pupil:

Rules for iPad and Chrome Book Use:

Handle the iPads and Chrome Books extremely carefully so that you don't drop them or drop anything on them.

Report any website or content that you come across that is not appropriate.

Hand any unattended iPad or Chrome Books that you find to the nearest adult.

Do not create any accounts on the iPad or Chrome Book.

Do not attempt to modify/change the iPad or Chrome Book hardware in anyway.

Do not add or remove applications from the iPads.

Do not change any settings on the iPads or Chrome Books.

Do not use the camera, or any other iPad feature, inappropriately or to embarrass anyone else.

Do not damage the iPad or Chrome Book in anyway e.g. with graffiti or stickers.

Do not place any food or drink near the iPad or Chrome Books.

Child's Agreement

When I am at Summerlea Primary School, I would really like to be able to use the iPads and Chrome Books. I know that I must be really careful and sensible when I am working on them and:-

I understand that using an iPad or Chrome Book is a privilege and that, to be allowed this privilege, I must follow the Rules for iPad and Chrome Book use.

I understand that my use of the iPads and Chrome Books is not private – all activity I perform on an iPad and Chrome Book can and will be monitored.

I agree that it is ultimately my responsibility to make good choices when I use the iPad, Chrome Book and computer network.

If I follow these rules I know that I will have a great time with the iPads and Chrome Books. If I do not follow the rules, I understand that this may result in loss of access to the iPads and Chrome Books as well as other sanctions.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carers agreement: I agree that my child can use the school's iPads and Chrome Books when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's iPads and Chrome Books, and will make sure my child understands these.

Signed (parent/carers):

Date:



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schools
works

Academy Trust
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futures together*

Dear Parents/Carers,

At Summerlea, children in Year 5 are permitted to bring a 'brick' mobile phone into school. This is a mobile phone that is not a smart phone. For this year, Year 6 are permitted to bring a smart phone or smart watch to school, where parents/carers are in agreement, where possession of a mobile phone or smart watch would be of significant and demonstrable benefit to the child, and when the permission form has been completed by the parent.

Children in classes from Reception – Year 4 are not permitted to bring any sort of mobile phone or Smart Watch (that connects to a phone, has independent internet access or takes photos/videos) to school.

Children in classes from Year 5 and Year 6 – any phones or smart watches, where brought into school, will be the sole responsibility of the child concerned and the school will accept no responsibility for any subsequent damage or loss. Children in Year 5 may bring in a 'brick' mobile phone only.

Mobile phones must be switched off and handed to the class teacher on entry into school and will not be allowed to be used during the school day.

Smart watches with camera facilities and independent access to the internet must also be switched off and handed to the teacher and will not be allowed to be used during the school day. (Year 6 only).

Smart watches without independent connectivity and cameras may be worn providing they are being used as normal watches and for no other function beyond telling the time.

Any child found to be inappropriately using a mobile phone or smart watch will have their device confiscated and kept by the school until appropriate arrangements can be made for the collection of device by a parent/carer. The child will not be able to bring any mobile device into school from this point and will be dealt with in accordance with the school Behaviour Policy.

Under no circumstances should a mobile phone or smart watch be used by children to record still or video images, or to record audio whilst on the school premises.

Mr Todd
Headteacher



MOBILE PHONE AND SMART WATCH PERMISSION SLIP – Year 6

To be completed by parent/carer and child.

I (name of parent/carer)

request that my child (name of child) in class

be allowed to bring a

mobile phone ☐

smart watch (if it has camera facilities or independent access to the internet) ☐

to school because.....

.....

Child's phone number:

Signature of parent/carer.....

Date.....

I (name of child) understand that I must not use my phone or smart watch (if it has camera facilities or independent access to the internet) whilst in the school grounds or in the building and that I must turn my phone and/or smart watch off and leave it in the designated safe place in in Aspen/ Rowan class as soon as I come into the school building.

I understand that I must collect it from my class teacher before I leave or the office after 3.00pm.

I also understand that if I break these rules my phone and/or watch will be confiscated and given directly to my parent/carer.

I understand that my phone and/or watch must be clearly marked with my name and class.

Signature of child.....

Date.....



MOBILE PHONE AND SMART WATCH PERMISSION SLIP – Year 5

To be completed by parent/carer and child.

I *(name of parent/carer)*

request that my child *(name of child)* in class

be allowed to bring a

a 'brick' mobile phone (not a smart phone) O

to school because.....

.....

Child's phone number:

Signature of parent/carer.....

Date.....

I *(name of child)* understand that I must not use my phone whilst in the school grounds or in the building and that I must turn my phone off and leave it in the designated safe place in in Juniper/Sycamore class as soon as I come into the school building. I will not bring a smart phone or smart watch (with camera facilities or independent access to the internet) into school.

I understand that I must collect it from my class teacher before I leave or the office after 3.00pm.

I also understand that if I break these rules my phone and/or watch will be confiscated and given directly to my parent/carer.

I understand that my phone must be clearly marked with my name and class.

Signature of child.....

Date.....



Policy Review Form

Please complete this section when reviewing and updating this document.

<i>Author</i>	Name Louise Crook	Date April 2026
<i>Reviews</i>	Name Louise Crook	Review Period <i>(to be carried out every year)</i> September 2026

<i>Information Source</i>	Name	Date
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<i>Change Control</i>	Sections Amended	Author	Date
	P.3 – added in section 2.5 around smart Phones for 2026-27 in Y6 only.	Louise Crook	Sept '26
	Appendix A updated – Acceptable use agreements and letter for KS2 updated with changes to smart devices only in Y6.	Louise Crook	Sept '26