

Southdown Primary School



Acceptable use of Mobile Phones 2026

Chair of Governors:	Headteacher: <i>Amel</i>
Ratified on: 3 rd March 2026	Review by: Spring Term 2029

Southdown Primary School

Acceptable Use of Mobile Phones Policy

Policy Statement

Southdown Primary School recognises that mobile phones and other personal digital devices are an integral part of modern life. We acknowledge that parents/carers may wish their child to carry a mobile phone for safety reasons, particularly where pupils travel to and from school independently. However, we also recognise our duty to safeguard and promote the welfare of children and to maintain a safe, secure and focused learning environment. This policy sets out clear expectations regarding the acceptable use of mobile phones by pupils, staff, parents and visitors.

This policy should be read alongside the school's:

- Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy

Aims of the Policy

The aims of this policy are to:

- Ensure that mobile phones are used safely and responsibly.
- Protect pupils and staff from misuse of mobile technology.
- Prevent disruption to teaching and learning.
- Reduce the risk of theft, loss or damage.
- Safeguard pupils from bullying, harassment and inappropriate content.
- Ensure compliance with safeguarding and data protection legislation.

Definition

For the purposes of this policy, 'mobile phones' includes smartphones and any personal device capable of:

- Making calls or sending messages
- Accessing the internet
- Taking photographs or recording video/audio

This includes smart watches.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Approve and review this policy.
- Delegate responsibility to the Headteacher to implement and monitor procedures for safe and appropriate mobile phone use.

Headteacher

The Headteacher will:

- Ensure procedures are in place to implement this policy effectively.
- Ensure all staff are aware of their responsibilities.
- Ensure online safety education is embedded within the curriculum.
- Take appropriate action where breaches occur.

School Staff

School personnel will:

- Model appropriate use of mobile technology.
- Not use personal mobile phones during lesson times.
- Restrict personal use to break times and lunchtimes in staff-only areas.
- Switch mobile phones off or to silent during teaching time.
- Store personal devices securely.
- Not use personal devices to photograph or record pupils.
- Not communicate with pupils or parents via personal mobile numbers.
- Not store pupil or parent contact details on personal devices.
- Use school communication systems for all professional contact.
- Report any concerns about misuse to a member of the Senior Leadership Team.

In the case of a personal emergency, staff may use their mobile phone appropriately and discreetly.

Pupils

Bringing Mobile Phones to School

Pupils are discouraged from bringing mobile phones to school.

However:

- Pupils in Years 5 and 6 may bring a mobile phone only where written parental permission has been provided (Appendix A).
- Phones must be switched off (not on silent) before entering the school premises/school gate.
- Phones must be handed to the class teacher immediately upon arrival.
- Phones will be stored securely during the school day.
- Phones must not be used at any time during the school day.

Southdown Primary School accepts no responsibility for loss, theft or damage to personal devices.

Misuse by Pupils

Misuse includes, but is not limited to:

- Using a phone during the school day without permission.
- Taking photographs or videos of pupils or staff without consent.
- Accessing or sharing inappropriate material.
- Sending threatening, abusive or harassing messages during school hours
- Using a device in a way that causes disruption.

Where misuse occurs:

- Parents/carers will be contacted.
- A parent/carer will be required to collect the device from the school office.
- A temporary or permanent ban on bringing a mobile phone to school may be imposed.
- Further sanctions may be applied in line with the Behaviour Policy.

Serious incidents may be treated as safeguarding concerns and dealt with in accordance with the Safeguarding Policy. In some circumstances, external agencies may be involved.

The school reserves the right, in line with statutory powers, to examine data or files on a device where there is good reason to do so.

School Trips and Residential Visits

Pupil mobile phones are not permitted on school trips or residential visits unless expressly authorised by the Headteacher.

Parents and Visitors

Parents, carers and visitors must:

- Switch mobile phones to silent when on school premises.
- Refrain from making or receiving calls inside the school building unless in an emergency.
- Not take photographs or videos on school premises without prior permission from the Headteacher. This includes during Christmas Concerts and similar events. Instructions in regard to record events will be shared by the Headteacher and/or other appropriate member of staff at the start of the event.

The school reserves the right to challenge inappropriate use of mobile devices.

Cyberbullying

Cyberbullying is defined as the use of digital technology, including mobile phones and the internet, to deliberately upset, harass or harm another person.

The school will not tolerate cyberbullying. Allegations will be taken seriously, investigated appropriately and addressed in line with the school's Anti-Bullying and Safeguarding Policies.

Where incidents occur outside of school hours or off the school premises, overall responsibility for addressing the matter lies with parents/carers, as the behaviour has taken place beyond the school's direct supervision and control. Parents/carers are expected to take appropriate steps to investigate, monitor and resolve such issues. However, Southdown Primary recognises that incidents occurring outside of school may have a significant impact on a pupil's wellbeing, relationships and ability to engage in learning during the school day. Where this is the case, the school will:

- Provide appropriate pastoral support to the pupil(s) involved;
- Work with parents/carers to promote resolution and safeguard children;
- Take proportionate action where the incident has a direct and demonstrable impact on the school environment or breaches school policies;
- Escalate concerns in line with safeguarding procedures where necessary.
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The school will support pupils in understanding how to stay safe online through age-appropriate online safety education, including:

- Protecting personal information
- Safe communication practices
- Responding appropriately to upsetting or inappropriate messages
- Reporting concerns to a trusted adult

Serious incidents may be referred to external agencies where appropriate.

Safeguarding and Data Protection

The misuse of mobile phones may constitute a safeguarding concern. The taking, storing or sharing of images without consent may breach safeguarding guidance and data protection legislation. All concerns will be managed in accordance with the school's Safeguarding and Data Protection policies.

Mental Health and Emotional Wellbeing Impact Statement

Southdown Primary School is committed to the protection and promotion of positive mental health and emotional wellbeing of our whole school community; pupils, staff, parents and carers. We recognise how important mental health and emotional well-being is to our lives in just the same way as physical health. This Policy has been written and reviewed in line with our school's vision and Mental Health and Emotional Wellbeing Policy.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been quality impact assessed and we believe that it is line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote quality at Southdown Primary School

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Mobile Phone Agreement Years 5 and 6 ONLY

Dear Parents / Carers,

Our expectation is that all other year groups will be brought to and collected from school by a responsible adult. However, as a school, we recognise that children in Years 5 and 6 who walk to and from school without an accompanying adult may want to bring a mobile phone to school for personal safety reasons.

Parents should however, discourage children from bringing their phones as they are often valuable and may get lost or damaged. We would also like to alert parents and carers to the risks that using a mobile phone whilst walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

We do not permit children to use mobile phones or similar anywhere on the school site. All devices must be switched off at the gate and placed in the class mobile phones box immediately upon arrival and can be collected at the end of the school day. Under no circumstances should there be access to phones during the school day or left in coat pockets or bags. If a child needs to contact parents/carers they will be allowed to use the school phone and if parents need to contact their child urgently, they should phone the school office.

When children enter the school grounds the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk and Southdown Primary School accepts no responsibility for replacing lost, stolen or damaged property. Where parents and carers agree to their child bringing their mobile phone to school, they may want to consider insuring the device. A copy of the school's 'Acceptable use of Mobile Phones' policy is available on the school website.

If a member of staff has any suspicion that a mobile phone has not been handed in to the class box or has been used inappropriately, the phone will be confiscated. Parents or Carers will be informed and be asked to collect it from the office and support a temporary ban on the phone being brought into school. **Smart Watches are not permitted to be worn in school and these will also be stored in the mobile phone box if they are brought to school.**

If you would still like your child to bring their mobile phone to school, please complete the permission form and return it to school as possible.

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Mobile Phone Agreement –Year 5 and 6 only

- I give permission for my child to bring their mobile phone to school.
- I have alerted my child to the risks of using a mobile phone whilst walking to and from school.
- I have explained to my child that it must not be used on the school site and should be kept in the designated box during the school day.
- I acknowledge that if my child does not hand it in and/or uses the phone inappropriately for calls, photographs, internet etc. the school will confiscate the phone and I will be informed and that I will have to collect it from school. I also understand that I will be asked to support a temporary ban of my child bringing their phone to school.

Child's Name: _____ Year Group: _____

Parent/Carers Name: _____ Signed: _____ Date: _____