



HENLEAZE INFANT and JUNIOR SCHOOL

MOBILE PHONE and DEVICES POLICY

Introduction:

Mobile devices, alongside other forms of technology are useful tools for communication and learning, however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

Parents are responsible for making the decision about whether to provide their child with a mobile phone or smart device as well as to ensure there are safeguards in place such as parental controls or supervised use. As a principle, we do not allow children to use their mobile devices on school grounds as we cannot supervise use of personal devices, nor be assured that each family will make the same decisions about access.

The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines for mobile phones in the school environment. This is achieved through balancing protection against potential misuse with the recognition that mobile devices can contribute to safeguarding practice.

Under this policy we consider any personal, handheld, or wearable digital technology that possesses communication, camera, recording, or internet-browsing capability. This includes smart watches.

Parent Responsibilities:

While we fully acknowledge a parent's right to allow their child to provide their child with a phone, Henleaze Infant and Junior Schools do not permit pupils to bring mobile devices to school in year groups below Years 5 & 6.

If parents choose to exercise the right to allow their child to bring a mobile phone to school, we must have written permission from parents and their acknowledgement of this policy via the "Acceptable Use of Mobile Devices Agreement" below.

Parents are responsible for ensuring their (Year 5 and 6) child understands and completes the pupil acceptable use agreement and returns this to the school office before bringing a device into school.

Parents are advised that Henleaze Infant and Junior School accepts no liability for the loss or damage to mobile phones or devices which are brought into school or on to the school grounds.

If parents need to contact pupils during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Pupil Responsibilities:

Pupils in Years 5 and 6 who wish to bring Mobile Devices to school are required to sign and return



the “Mobile Device Acceptable Use Agreement” below before being allowed to bring their mobile device to school. Their parents must also sign and return the relevant Acceptable use Agreement below. This includes not using the device on school grounds (with the exception of external events e.g. May Fair, under parent supervision).

- When a child needs to bring a device into school, the device must be given to the class teacher at the start of the day (by 8:50a.m.) and it will be returned to them at the end of the day (3:25pm)
See Appendix 2 for procedures for the collection and storage of mobile phones and devices in school
- Any child attending Breakfast Club or Schools’ Out after school club must hand their mobile phone or device to the Play Worker signing them in to be stored in the school office until the end of the session.
- Children who attend Shine Sports clubs should leave their phones in the class box to be stored in the school office until the end of the club. Club leaders/Shine Coaches will collect devices from the office at the end of the session on request.
- Devices must be clearly marked/named so that staff can identify owners of each device.
- Pupils are not entitled to log on to the school network using their mobile devices or other personal electronic devices.

Use of mobile device outside of school hours

Pupils are not permitted to use their devices whilst on the school site (including the green spaces and carpark areas outside the main playground boundary fences).

If a pupil is found taking photographs or video footage with a mobile device of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school’s behaviour policy. If images of other pupils or teachers have been taken, the device will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader.

Where a pupil is found by a member of staff to be using a mobile device in school or school grounds, the device will be confiscated from the pupil and passed to a member of the Senior Leadership Team. school will contact parents/carers to request that an appropriate adult collects it from a Senior Leader. If there is a further occurrence of use within school grounds, parents/carers will be informed of the inappropriate use and pupils will be reminded of the school policy and practice. If this practice is repeated, the school reserves the right to state that the pupil is no longer able to bring a device into school.

Parents, Visitors and Volunteers Mobile Devices Policy

Parents, visitors, volunteers and Governors are not permitted to use their mobile devices in the presence of pupils anywhere within the school building. Visiting adults are not permitted to use their mobile device or any other electronic device to photograph pupils or make video recordings anywhere on the school site.



Parents are permitted to take photos and videos at class assemblies, plays and sports days but they are reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and must not be shared on any form of social media.

Date – September 2026

Review Date – September 2029 (or in light of legislation or guidance changes)

Appendix 1

Acceptable Use of Mobile Devices Agreement

Parent/Carer Agreement and Permission

I have read and understood the above information about appropriate use of mobile devices at school. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a device should the need arise (e.g. if lost, or being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately as outlined in this document.

I understand that Henleaze Infants and Junior Schools accept no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

Parent/Carer Name (Print & Sign):

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Pupil Agreement

I have read and understood the above information about appropriate use of mobile devices at school.

I understand that I must give my mobile device to my class teacher at the start of the day and it will be returned to me at the end of the day.

I understand that I must not use my mobile device whilst I am in school or within the school grounds.

I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

Pupil Name (Print):

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Mobile Phone Number:



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Date:

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Appendix 2:

Procedures for the collection and storage of mobile phones and devices in school:

Years 5 & 6

- The school administrator will compile a list of pupils who have permission (via the parent and pupils' acceptable use agreement being returned) to bring a mobile phone or device into school.
- Teachers will collect mobile phones and devices at the start of the school day during registration and store them in the designated class box.
- Teachers will check phones against the mobile phone and devices register stored in the box. Any pupils with phones who are not on the list will be flagged via a note to the office so that the administrator can contact parents.
- Class boxes will be taken by class monitors to the office for storage throughout the day.
- Class boxes will be collected to be returned to the class teacher no earlier than 3:15 by monitors. Phones or devices belonging to pupils who are attending an after school club will remain in the box to be returned to the office.
- A list of pupils permitted to bring mobile devices to school will be shared with Breakfast Club and School's Out Henleaze to enable them to check phones in and out

Other Year groups

Mobile phones are not permitted

If a child brings a personal, handheld, or wearable device with digital technology that possesses communication, camera, recording, or internet-browsing capabilities, this will be collected by the class teacher, or any adult that is made aware of it and taken to the office for storage. The school administrator will be informed and will contact parents to make them aware of our school policy. If there is a safeguarding or child protection concern, the Designated safeguarding Lead, or deputy will be informed.