



HENLEAZE JUNIOR SCHOOL

MOBILE PHONE and DEVICES POLICY

Introduction:

Mobile devices, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance 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 a 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 are effective communication tools - which in turn can contribute to safeguarding practice and protection.

Parent Responsibilities:

While we fully acknowledge a parent's right to allow their child to provide their child with a phone, Henleaze Junior School does 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 advised that Henleaze Junior School accepts no liability for the loss or damage to mobile devices which are brought into school or on to the school grounds.

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

Pupil Responsibilities:

- 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 (from 8.45 a.m.) and it will be returned to them at the end of the day (3:25pm).
- Devices should be clearly marked so that each pupil knows their own device.



- Pupils are not entitled to log on to the school network using their mobile devices or other personal electronic devices.

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.

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. The pupil may collect the device at the end of the school day. Parents will be informed of the inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the device until an appropriate adult collects it from a Senior Leader. If there is a further occurrence of use within school grounds, 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 - February 2026

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

Appendix 1

Acceptable Use of Mobile Devices Agreement

Parent/Carer 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 Junior School accepts 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):

Pupil Agreement

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

I understand that I must turn off my phone and 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.

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):

Mobile Phone Number:

Date: