

Ashbourne Primary School

Mobile Devices Policy



Policy written by: Heather Davis

Ratified by: LGC

Date of ratification: Autumn 2026

How often should this policy be reviewed: Annually

Date of next review: Autumn Term 2027

Signature: _____ Chair of Governors

Signature: _____ Headteacher

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Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day.

Ashbourne Primary School accepts that devices, such as personal mobile phones, are often given to pupils by their parents to ensure their safety and personal security; however, devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety. This policy establishes how personal devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

1. Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education 2026'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Children's Wellbeing and Schools Act 2026
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Social Media Policy
- Child-on-child Abuse Policy

- Behaviour Policy
- Staff Code of Conduct
- Records Management Policy

2. School Expectations

Year 6 pupils only may routinely bring a mobile phone to school.

On arrival at school, the phone must be switched off and handed to the school office for secure storage. The pupil may collect their phone at the end of the school day.

Pupils in Reception to Year 5 must not bring a mobile phone or similar personal smart device to school unless an agreed exception or reasonable adjustment applies.

Personal devices must not be used, seen, heard or accessed anywhere on the school site during the school day unless a specific agreed adjustment or staff-authorised medical or safeguarding exception applies.

Pupils must not use a personal device to contact parents or carers during the school day. Where a pupil needs to contact home, this will be managed through the school office. Similarly, parents and carers should contact the school rather than their child's personal device during the school day.

Smart watches and other internet-enabled or communication devices are treated in the same way as mobile phones.

The school does not accept responsibility for loss, theft or damage to personal devices brought onto the school premises.

3. Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy every year.

The headteacher will be responsible for:

- Handling complaints regarding this policy
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the policy.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought to school and when they can and cannot be used.
- Deciding how best to achieve a mobile phone-free school environment.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Policy and the Behaviour Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL, or deputy, where misuse indicates risk of harm.
- Avoiding use of their mobile phones in front of pupils for any non-work related issues.
- Teaching pupils about the risks associated with mobile phones, other devices and social media, both in school and more broadly.
- Recording significant incidents involving the misuse of mobile devices on MyConcern, in line with the Behaviour Policy.

The DSL will be responsible for:

- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

4. Adaptations and reasonable adjustments

The school will comply with its legal duty to make reasonable adjustments with regard to this policy where necessary. Adaptations may be made in exceptional circumstances and in response to a pupil's specific needs.

The school will not prevent pupils from using their mobile phones in order to manage their medical condition effectively, e.g. if a pupil is using a monitoring app on their phone to manage their diabetes.

Where a pupil has an agreed adaptation or reasonable adjustment that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan.

5. Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE and Computing curriculum and assembly programme.

6. Searching and confiscation

The Headteacher and staff authorised by the Headteacher may search a pupil or their possessions where there are reasonable grounds to suspect that the pupil is in possession of a prohibited item, in accordance with the school's Behaviour Policy and the DfE's Searching, Screening and Confiscation guidance.

Mobile phones and similar devices may be identified as items that can be searched for in accordance with the school's Behaviour Policy.

Where a mobile phone or other electronic device is confiscated, staff may examine data or files on the device where there is a good reason to do so and where this is permitted under current guidance. Any decision to examine, retain, delete or pass on data or files will be made in accordance with DfE guidance and the school's safeguarding procedures.

Where staff suspect that material on a device may constitute evidence of an offence, the data or files will not be deleted. The device and its contents will be dealt with in accordance with DfE guidance and, where appropriate, the police will be contacted.

Where the content of a device raises a safeguarding concern, staff will report this immediately to the Designated Safeguarding Lead (DSL) or deputy DSL and follow the school's Child Protection and Safeguarding Policy.

Searching and confiscation will be carried out in a way that safeguards the pupil's welfare and dignity and takes account of any relevant SEND, medical needs or other individual circumstances.

7. Sanctions

The school will apply sanctions for breaches of this policy in a consistent and proportionate manner, in line with the school's Behaviour Policy.

Where this policy is clearly breached, for example where a device is used, seen, or heard ringing, staff will feel confident to confiscate mobile phones or similar devices. Confiscated devices may be retained for a proportionate length of time, as determined by the Headteacher and in consideration of the circumstances, including the pupil's age, SEND, and any agreed exceptions or reasonable adjustments.

Where a breach gives cause to suspect a pupil may be suffering, or may be at risk of, harm, staff will follow the school's safeguarding procedures and report concerns to the DSL.

Confiscated personal electronic devices will be locked away securely in the headteacher's office.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy.

8. Monitoring and review

This policy is reviewed annually.