



Newburgh
Primary School

Mobile Phone and Devices Policy

Prepared by:	Karen Turner
Reviewed:	January 2020
Reviewed:	January 2023
Reviewed:	March 2026

Newburgh Primary School

Mobile Phone and Devices Policy

1. Introduction and aims

Newburgh Primary School is committed to providing a safe, inclusive, and nurturing learning environment where pupils can focus on their education and personal development. This Mobile Phone Policy aims to:

- Set clear expectations on the use of mobile phones and devices during school hours.
- Protect pupils, staff, and the wider school community from potential distractions, misuse, and safeguarding risks.
- Support the school's vision of fostering responsibility, respect, and resilience in all pupils.
- Ensure compliance with relevant UK legislation and government guidance on mobile phone use in schools.
- Support the school's other policies; ICT policy, Safeguarding policy, Social Media Policy, Data Protection.

Schools are expected to be mobile phone and devices free environments (DFE 2026). Research from Children's media literacy report 2025 suggests that screen time can displace positive activities that have a positive influence on pupils' wellbeing such as socialising, exercise and a good sleep regime. Newburgh Primary School will work with parents and families to influence the impact screen time has on their child outside of the school day to promote their wellbeing.

Data from Ofcom 2025 suggests that one in five children has experienced bullying online, 31% of children aged 8 to 9 have seen something "worrying or nasty" online but only 65% of children aged 8 to 9 would "always tell someone." Newburgh Primary school will continue to promote and teach our pupils good online safety habits as part of our safeguarding and computing policies.

2. Use of mobile devices by pupils

Parents will be contacted if any child is found with a mobile device in school during school time. If it is necessary for a child to bring a mobile device to school, it must be given to the office staff to store for safe keeping and will be returned at the end of the school day. No mobile phones or devices may be used by pupils on the school grounds without supervision by a member of staff. Pupils may not use mobile phones or devices on educational visits or residential trips.

All pupils with a necessary mobile phone must have prior consent and have completed a mobile phone agreement. Appendix 2

Staff have the power to confiscate mobile phones and search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct such as bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

2.1. Exceptions

Pupils with specific medical needs or safeguarding considerations may have tailored arrangements agreed in writing with school leaders.

2.2. Lost, Stolen or Damaged Phones

- The school accepts no responsibility for loss, theft, or damage to mobile phones brought to school.
- Pupils and parents are advised to ensure phones are insured and labelled.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

3.2 Governors

The Governing Body is responsible for ensuring that its employees act in a lawful manner; making appropriate use of school and personal technologies. The Governing Body is responsible for adopting policies and the Headteacher is responsible for ensuring that staff are aware of its content.

3.3 Parents and Carers

- Parents and carers should support the school's Mobile Phone Policy and encourage pupils to follow it.
- Mobile phones should only be used for communication with pupils outside school hours.
- Parents should contact the school office for messages during school hours.

3.4 Pupils

- Mobile phones and devices must be handed into the School Office on entry to the school grounds, devices must not be taken into the school playgrounds or classrooms.
- Pupils are reminded not to use mobile phones to take photos or videos of others without explicit permission.
- Mobile phone use should comply with the schools safeguarding policies including preventing cyberbullying, inappropriate content sharing and privacy breaches.

4 Use of mobile devices by parents, volunteers and visitors

Parents, visitors and volunteers (including Governors and contractors) must adhere to this policy if they are on the school site during the school day as it relates to staff.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child.

- Using any photographs or recordings for personal use only, and not posting on social media.
- Not using phones/devices in lessons, or when working with pupils.

- If photos are taken of the school environment on a contractor's device, contractors must take these under the supervision of a member of staff and there should be no pupils in the photograph.

Parents, visitors and volunteers will be informed of the rules for mobile device use when they sign in at the School Office or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone/device to make contact with other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents must use the School Office as the first point of contact if they need to get in touch with their child during the school day. If parents needed to make contact with their child during an educational visit they would contact the School Office who would contact the staff leader of the trip.

5. Use of mobile devices by staff

5.1 Personal mobile devices

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present and during contact time. Use of personal mobile devices must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the Staff Room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school.
- In the case of acutely ill dependents or family members.
- To authenticate encrypted software or devices.

The headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the School Office number (01926 775453) as a point of emergency contact.

5.2 Data protection

All information classified as "Newburgh Primary School Confidential" or "personal" that is stored on a removable device such as a mobile phone/tablet must be securely protected, eg by passcode, fingerprint or encryption. If a phone/tablet is lost or stolen that has classified information stored on it then the GDPR champion (the Headteacher) must be notified within 24 hours.

5.3 Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

It states in the Staff Code of conduct:

Members of staff and volunteers should not establish or seek to establish social contact with pupils/students or their families for the purposes of securing a friendship or to pursue or strengthen a relationship.

However, it is acknowledged that staff and volunteers may have genuine friendships and social contact with parents/ carers of pupils/students, independent of the professional relationship, such as when a parent and teacher are part of the same family/personal network or social/recreational circle. Those circumstances will usually be easily recognised, openly acknowledged and should be explicitly declared in writing by staff/volunteers to the Headteacher. Members of staff and volunteers should always take care to maintain appropriate personal and professional boundaries in any such circumstances

Staff must not use their personal mobile devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

5.4 Using personal mobile devices for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Secure Microsoft Authenticator app for log in purposes

In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct.
- Not use their devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the School Office.

5.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

5.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff Disciplinary Policy for more information.

6. Loss, theft or damage

Staff must also secure their personal devices, as well as any work device provided to them. Failure by staff to do so could result in data breaches. The school accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips.

Lost devices should be returned to the School Office. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Signed:

Date:

Appendix 1: Mobile device information slip for visitors

Use of mobile devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones/devices where pupils are present. If you must use your phone, you may go to the School Office.
- Do not take photos or recordings of pupils (unless it is your own child), or staff.
- Do not use your phone/device in lessons, or when working with pupils.

The school accepts no responsibility for phones/devices that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile device policy is available from the School Office.



Appendix 2:
Newburgh Primary School Mobile Phone Agreement

Our Pupil Mobile Phone or devices rules

- All pupils bringing a phone/device into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone/device into school. Any phone brought in without permission will be held by the School Office and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school.
- All phones/devices should be turned off before handing in to the School Office.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.

Name of child

.....
.....

Reason for needing a mobile phone in school

.....
.....
.....
.....

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may bring a mobile phone to school, and hand it in to the School Office each morning on that basis.

Parent/Carer signature

.....Date.....
.....

Pupil: I will follow the school mobile phone rules.

Pupil signature

.....Date.....
.....