



# CROWTHORNE CHURCH OF ENGLAND PRIMARY SCHOOL

## Mobile Phone & Smart Device Policy

Status of Policy	Date
Reviewed	Every 2 years
Ratified by governors	July 2025
Review date:	July 2027

Our school policies reflect our vision of

*Inspiring and enabling our school community to live life to the full,  
promoting excellence and nurturing  
compassion, honesty, trust, hope, respect, thankfulness and courage.*

*John 10 v 10:*

*Jesus said: "I have come that they might have life, and have it to the full"*



## **CROWTHORNE CHURCH OF ENGLAND PRIMARY SCHOOL**

### **Mobile Phone & Smart Device Policy**

#### **This policy should be read in conjunction with:**

- E-Safety and Acceptable Use of Internet Policy
- Safe Practice Guidance to avoid Allegations against Adults working in school

#### **Introduction**

At Crowthorne Church of England School the welfare and well-being of our pupils is paramount. This policy on the use of mobile devices in school has been written in the best interests of pupil safety and staff professionalism. It is also recognised that smart devices can cause unnecessary distraction during the school day and can be intrusive when used in the company of others.

#### **Use of mobile devices and smart devices**

##### **Pupils:**

Pupils are not permitted to have mobile phones or smart devices in school or on trips.

If a parent wishes for his/her child to bring a device to school so that they are able to make contact after school, they must complete the 'Mobile Phone & Smart Device Form' available from the school office. The Headteacher will then decide whether to allow the pupil to bring the device into school.

If permission is given:

- The device must be switched off as soon as the child enters the school site and handed in to the school office immediately. Please note, the child should do this as soon as they enter the site. The device is left at the owner's own risk and should be collected from the school office at 3.15pm.
- Devices must remain in school bags until handed in to a member of staff.
- If rules are not followed the device will be confiscated and must be collected by the parent.
- Permission to have the device in school can be removed at any time.

##### **Parents & other visitors**

- Parents and Visitors attending Collective Worship and Productions must not make or receive calls or text messages within the school building.
- If a device is being used to take photos at the end of an assembly, parents must only photograph their own child. No images of staff, other children or a school event should be shared on social media.
- Mobile devices must be switched to silent and kept within a bag or pocket if a parent is meeting with a member of staff.

Please remember, mobile devices can cause a distraction and can be off-putting for both children and staff.

##### **Staff, Governors & Volunteers**

- Devices must be switched off/on to silent during class time.

- Calls and text messages must not be made or received during teaching time.
- If it is necessary in an exceptional circumstance to take a call during class time e.g. from a medical professional, a senior member of staff should be made aware of this and the call should be taken out of earshot of children (whilst also ensuring there is adequate supervision for the children)
- Devices must be kept out of sight (e.g. drawer, handbag, pocket) when adults are with children.
- SMART watches are permitted but staff, governors and volunteers should ensure that notifications do not distract them from their role and that the same guidelines around responding to messages or calls on mobile phones are applied to the use of SMART watches
- Calls/texts must be made/received in private during non-contact time.
- Devices should not be visible in areas where pupils are present (e.g. Corridors)
- Devices will never be used to store personal data.
- Staff must never give their mobile numbers to parents or volunteers.
- If it is necessary to make a call to a parent whilst off site, the member of staff must withhold their own mobile phone number. This should only be done when absolutely necessary.

#### **Related Policies and Procedures:**

- Safeguarding Policy
- Staff Code of Conduct
- Use of Images Policy
- EYFS Policy
- Acceptable Use Policy
- Mobile Device Forms and Guidelines



## **Mobile Phones & Smart Devices**

We believe that all adults have a responsibility to keep children safe online.

National statistics and anecdotal evidence tells us that cyber-bullying and inappropriate use of the internet is on the increase.

We are aware of the development of apps and social networking sites that could put the children in our care at risk.

We have therefore reviewed the following policies:

- **Internet Safety**
- **Mobile Phone & Smart Device Policy**
- **Acceptable Use Policy**

The school now requires all parents to complete the attached form if they would like their child to bring a mobile device into school.

The Headteacher will consider each application and decide if the child will be allowed to bring the device in.

If a child brings a device into school without permission, it will be confiscated and returned to the parent at the earliest opportunity.

Please read the form carefully and consider whether or not you feel there is a real need for your child to bring a device into school.

Thank you.

**Emily Hicks**  
**Headteacher**

**Mobile Phone & Smart Device Form**

Child's name: .....

Year.....

Name of parent completing the form:

.....

Please outline the reason you are asking for permission for your child to bring a device into school:

Please read the terms below. By signing the form you are agreeing to the term and conditions:

- My child will bring the device into school to be signed in as soon as they arrive at school
- My child will switch the device off as soon as they enter the school gate
- The device will be kept in the school office for the duration of the day
- My child will go to the office at the end of the day to retrieve their device
- The school will not be held responsible for any damage to or loss of the device
- The school has the right to confiscate the device if they believe the child has not used it in accordance with the school policy
- Confiscated devices will only be returned to parents
- I will check my child's device on a regular basis (recommended daily) to ensure my child has not sent or received inappropriate text or Whatsapp messages
- I understand that the school has the right to withdraw permission for my child to bring a device into school

Signature: .....

Date: .....