Rook's Nest Academy Mobile Phone and Smart Device Policy 2026

Policy title	Mobile Phone and Smart Device Policy
School	Rook's Nest Academy
Policy owner	S. Morrell
Designated lead	S. Brooks and M.Williams
Approved by	Full Governing Body
Approval date	22.09.26
Effective from date	22.09.26
Review date	September 27

1. Policy Statement

At Rook's Nest Academy the welfare, safeguarding, education and wellbeing of our pupils are paramount. We recognise that mobile phones and personal smart devices can provide useful communication and safety benefits, particularly when travelling to and from school. However, their use during the school day can create significant risks, including distraction, disruption to learning, online bullying, inappropriate communication, image-sharing, exposure to harmful content and safeguarding concerns.

We are committed to maintaining a calm, safe, inclusive and focused learning environment. In accordance with the Department for Education's statutory guidance applicable to England, the school will operate a mobile-phone-free environment by default.

This means that pupils must not have access to, or use, mobile phones or personal smart devices during the school day, including lessons, transitions, breaktimes and lunchtime, except where a specific, agreed exception applies.

The policy also establishes clear expectations for staff, parents, carers, visitors, volunteers, governors and contractors. All adults have a responsibility to model safe, professional and appropriate technology use.

2. Aims

- Protect pupils and staff from the risks associated with inappropriate mobile-phone and smart-device use.
- Maintain a calm, safe and distraction-free learning environment.
- Prevent mobile phones being used to facilitate bullying, harassment, intimidation or harmful online behaviour.
- Reduce the risk of unauthorised photography, video recording and audio recording.
- Protect privacy, dignity and personal data.
- Establish consistent expectations for children, staff, parents and visitors.

- Support pupils' emotional wellbeing, attention, relationships and digital resilience.
- Ensure appropriate arrangements for pupils with medical, disability-related, safeguarding or other exceptional needs.
- Provide clear procedures for storage, confiscation, searching, incidents and emergency communication.
- Ensure the policy is implemented fairly, proportionately and consistently.
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3. Scope

This policy applies to all individuals who bring, possess, access or use personal mobile phones or smart devices on school premises or during school-organised activities.

- Pupils
- Teaching staff
- Teaching assistants
- Support staff
- Senior leaders
- Governors
- Supply and agency staff
- Volunteers
- Parents and carers
- Visitors
- Contractors
- Breakfast and after-school club staff
- Individuals accompanying educational visits
- Other adults working on behalf of the school

For the purposes of this policy, “mobile phones and personal smart devices” includes, where applicable:

- Mobile phones and smartphones
- Smartwatches capable of sending or receiving messages or notifications through mobile networks
- Devices capable of recording audio or video
- Personal tablets or similar connected communication devices
- Other wearable technology with comparable communication or recording functionality

This policy does not prohibit school-owned devices, approved educational technology or assistive technology used appropriately for learning, medical or accessibility purposes. Such devices remain subject to the school's acceptable use, data protection, safeguarding and medical-support arrangements.

4. Related Policies and Documents

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Searching, Screening and Confiscation Procedures
- Supporting Pupils with Medical Conditions Policy
- SEND Policy
- Equality Policy
- Educational Visits Policy
- First Aid Policy

- Data Protection and Privacy Policy
- Complaints Policy
- Whistleblowing Policy
- Staff Disciplinary Policy
- Remote Learning Policy, where applicable

5. Legislative and Guidance Framework

For a school in England, this policy has been developed with reference to the following:

Legislation or guidance	Relevance to this policy
Department for Education: Mobile phones in schools	Statutory guidance updated 29 June 2026, expected to be followed from 1 September 2026. It sets expectations for prohibiting pupil access to mobile phones throughout the school day.
Children's Wellbeing and Schools Act 2026	Introduces a statutory requirement for the appropriate person in an England school to have regard to relevant Secretary of State guidance concerning pupils having and using mobile phones and other personal interactive communication devices.
Education Act 1996	Provides the legal framework relevant to school discipline and searching powers.
Education and Inspections Act 2006	Relevant to behaviour-policy responsibilities in maintained schools.
Equality Act 2010	Requires schools to consider reasonable adjustments for disabled pupils where necessary.
Children and Families Act 2014	Requires maintained schools and academies to have arrangements to support pupils with medical conditions.
Keeping Children Safe in Education	Provides the safeguarding framework for responding to concerns involving children, technology, harmful content and online behaviour.
Behaviour in Schools guidance	Supports lawful, proportionate and consistent behaviour sanctions.
UK GDPR and Data Protection Act 2018	Relevant to the handling of personal data, photographs, recordings and device-related information.

Important: This policy is not a substitute for legal advice or the school's governing body's or academy trust's own requirements. The school will review it whenever relevant legislation, statutory guidance or local procedures change.

6. Definitions

6.1 Mobile phone

A device capable of making or receiving calls or messages through a mobile network or internet connection.

6.2 Personal smart device

A personal electronic device with comparable communication, notification, recording or internet functionality, including some smartwatches and tablets.

6.3 School day

For the purposes of this policy, the school day means the period beginning when pupils arrive on school premises and ending when they leave at the end of the school day. It includes lessons, assemblies, registration, movement between lessons or activities, breaktimes, lunchtimes, playtimes and school-organised activities taking place during the school day.

The school will communicate any specific arrangements for breakfast clubs, after-school clubs, residential visits or other activities that fall outside the normal school day.

6.4 Mobile-phone-free

A condition in which pupils do not have access to or use their mobile phones or personal smart devices, except where a specific, agreed exception applies.

6.5 Exception

A formally agreed arrangement permitting a pupil or adult to possess or use a device for a defined purpose, at a specified time or location, where this is necessary and appropriate.

7. Whole-School Principles

1. Safety first: Safeguarding and medical needs take priority.
2. Consistency: Expectations will be clear and applied consistently.
3. Proportionality: Responses to breaches will consider the circumstances, age, needs and seriousness of the incident.
4. Inclusion: Pupils will not be disadvantaged because they require an agreed adjustment or assistive technology.
5. Privacy: Personal information, images and recordings will be handled lawfully and sensitively.
6. Professionalism: Adults will model responsible use of technology.
7. Partnership: The school will work with parents and carers to support safe digital habits.
8. Education: Pupils will be taught why restrictions exist and how to use technology responsibly beyond school.

8. Pupil Mobile Phone Policy

8.1 Default expectation

Pupils should not bring mobile phones or personal smart devices to school.

Primary-aged children generally do not need access to a personal mobile phone during the school day. The school recognises, however, that some pupils may need to carry a phone because of their journey to or from school, a medical condition, disability, safeguarding consideration, caring responsibility or another exceptional circumstance.

Where a pupil is permitted to bring a device, it must be managed in accordance with the arrangements below.

8.2 Pupils who are permitted to bring a device

Parents or carers must contact the school before a child brings a mobile phone or personal smart device onto the premises and ensure that the pupil mobile phone contract (appendix 1) is signed by their child/children.

- The reason the device is required.
- The type of device.
- The proposed arrangements for storage.
- Any relevant medical, SEND or safeguarding information.
- A signed parent/carer agreement.
- An Individual Healthcare Plan or other supporting documentation where appropriate.

Permission may be reviewed or withdrawn if the device is misused or the agreed conditions are not followed.

8.3 Pupil phone contract

Where a pupil is permitted to bring a device, the parent/carer and pupil must sign the school's Pupil Mobile Phone Agreement/contract (these can be collected by adults or children from the school office).

- The device is brought at the family's own risk.
- The phone must be switched off before entering school or before being handed to staff.
- The device must be stored securely in the school's designated storage arrangement.
- The pupil must not access or use the device during the school day.
- The pupil must not use the device to take photographs, videos or recordings.
- The pupil must not use the device to contact others during the school day.
- The pupil must not share or access inappropriate content.
- The device must not be used to bully, threaten, harass or intimidate anyone.
- The school may apply proportionate sanctions for breaches.
- Permission to bring the device may be withdrawn following misuse.

A copy of the pupil mobile phone contract agreement is provided in Appendix 1.

8.4 Arrival and storage procedure

9. The device must be switched off before the pupil enters the school building.
10. The pupil must hand the device to the designated member of staff or place it in the approved storage facility, as instructed.
11. Devices must be clearly labelled with the pupil's name.
12. The school will record or otherwise manage devices in accordance with its storage system.
13. Devices will remain inaccessible to pupils throughout the school day.
14. Devices will be returned at the designated end-of-day collection point or in accordance with the agreed individual arrangement.
15. Pupils must not switch on or use their devices until they have left the school premises, unless a specific exception applies.

The school's preferred storage arrangement is: mobile phone to be handed to the allocated member of staff on the playground upon arrival at school. If the pupil arrives late their phone is to be handed into their class teacher/teaching assistant upon arrival. Pupil's mobile phones will be kept safely in each child's class teacher's allocated location, e.g., teacher's desk draw.

The school will ensure that the storage system is secure, practical and communicated clearly to pupils and families.

8.5 Smartwatches and wearable technology

- Smartwatches and wearable devices with communication, notification or recording functionality are subject to the same restrictions as mobile phones.
- Smartwatches must not be used during the school day unless a specific exception has been agreed.
- Communication and messaging functions must not be accessed.
- Audio, video or camera functions must not be used.
- Devices may be required to be switched off or stored with mobile phones.
- Devices used for medical monitoring or accessibility must be managed through an agreed individual plan.

A smartwatch is not automatically permitted simply because it is worn rather than carried.

8.6 School trips, residentials and off-site activities

The school will determine arrangements for mobile phones during educational visits, residential trips and activities outside the normal school day.

- For day trips during the school day, pupils will generally not be permitted to use personal mobile phones.
- Any permitted devices must remain stored and inaccessible.
- Staff will carry appropriate school communication devices.
- Emergency contact arrangements will be communicated to parents.

For residential visits, the school has a no mobile phone policy.

9. Medical Devices and Health Technology

- The school will work with parents/carers and relevant healthcare professionals.
- An Individual Healthcare Plan will be completed where appropriate.
- Staff responsible for supporting the pupil will receive relevant training.
- The device will be accessible when medically necessary.
- Medical alerts must not be ignored.
- The school will identify appropriate arrangements for charging, storage, connectivity and supervision.
- Any necessary reasonable adjustments will be documented.

Medical use takes precedence over ordinary phone restrictions where access is required for the pupil's safety or treatment.

10. Searching, Confiscation and Sanctions

10.1 Searching

The school may identify mobile phones and similar devices as items that may be searched for under its behaviour policy.

Headteachers, or authorised staff acting within their legal powers, may search a pupil or their possessions where there are reasonable grounds to suspect that the pupil is in possession of a prohibited item or an item identified in the school rules as one that may be searched for.

Any search must follow the school's Searching, Screening and Confiscation Procedures and the relevant statutory guidance. Searches must be lawful, proportionate, respectful and appropriately recorded.

10.2 Confiscation

- It is used during the school day without permission.
- It is visible or accessible in breach of the policy.
- It is heard ringing or generating notifications.
- It is used to take photographs, videos or recordings without permission.
- It is used to bully, harass, threaten or intimidate.
- It is used to access or share inappropriate material.
- It is brought into school contrary to an agreed arrangement.
- Confiscation is otherwise a proportionate response to a breach.

10.3 Confiscation procedure

16. The member of staff will remain calm and explain the reason where appropriate.
17. The device will be handed to the designated member of staff or school office.
18. The device will be labelled and recorded.
19. It will be stored securely.
20. Parents/carers will be informed where required by the school's behaviour procedures.
21. The device will be returned in accordance with the school's sanctions and collection arrangements.
22. Repeated or serious breaches may result in a longer confiscation period, parent/carer collection or other proportionate sanctions.

The school will consider the pupil's age, SEND and disability, medical needs, safeguarding circumstances, whether the breach was deliberate, whether the device contains evidence relevant to a safeguarding concern, the impact on others and whether the sanction is proportionate.

The school will not access, delete or inspect the contents of a device as a routine disciplinary measure. Where there is a safeguarding or criminal concern, the matter must be referred to the Designated Safeguarding Lead and managed in accordance with safeguarding procedures.

10.4 Serious misuse

- Recording or photographing pupils or staff without permission.
- Sharing images or recordings of others without consent.
- Using a device to bully, threaten, harass or intimidate.
- Sharing sexualised or indecent images.
- Accessing, creating or distributing harmful or illegal content.
- Using a device to facilitate abuse, exploitation or safeguarding harm.
- Deliberately concealing a device to circumvent school procedures.
- Repeated refusal to follow staff instructions.

Such incidents may require immediate safeguarding referral, parent/carer contact, a behaviour investigation, support for affected pupils or staff, referral to external agencies or the police where appropriate, and review of risk assessments and safeguarding arrangements.

10.5 Loss or damage

The school will take reasonable care when storing confiscated devices but does not accept responsibility for personal mobile phones or smart devices brought onto the premises, except where liability arises under applicable law.

Parents/carers and pupils are responsible for ensuring that devices are appropriately labelled and that valuable personal property is not brought to school unnecessarily.

11. Staff Mobile Phone and Personal Smart Device Policy

11.1 Professional expectations

Staff are permitted to bring personal mobile phones to school, but personal use must not interfere with professional responsibilities, safeguarding, supervision or the learning environment.

11.2 Staff use during the school day

- Be switched off or placed on silent during teaching and supervision.
- Be stored securely in a designated area, locker, office or staffroom where practicable.
- Not be used in classrooms or pupil-facing areas for personal reasons.

- Not be used while supervising pupils, except for an approved work, medical or emergency purpose.
- Not be used while driving on school business.
- Not be used to access personal social media during working time, except where expressly authorised for a work-related purpose.
- Not be used to take personal photographs, videos or recordings of pupils or staff.

Staff may use personal phones during designated breaks, lunch breaks and non-contact time where appropriate and away from pupils. This use must remain discreet, professional and consistent with safeguarding and data protection requirements.

11.3 Exceptional staff circumstances

The school recognises that some staff may need to keep their phone accessible because of a medical condition, family emergency, caring responsibilities, a specific safeguarding concern or another exceptional circumstance. Staff should discuss this with the Headteacher or line manager. Where appropriate, an agreed arrangement will be recorded.

11.4 Staff work-related use

- Use must be professional and proportionate.
- Staff must comply with the school's data protection and acceptable use policies.
- Personal devices must not be used to store pupil records or sensitive information unless specifically authorised and secured.
- Staff must not use personal messaging applications to communicate with pupils or parents unless expressly approved under a school-managed system.
- Staff must not share personal contact details with pupils or parents for informal communication.
- Any work-related photographs or recordings must be taken using an approved school device or approved system wherever possible.

11.5 Communication with pupils and parents

- Give personal mobile numbers to pupils or parents/carers for routine school communication.
- Contact pupils using personal social media accounts.
- Use personal messaging applications to communicate privately with pupils.
- Add pupils or parents/carers to personal social media accounts for school-related communication.
- Send or receive inappropriate, sexualised, discriminatory or otherwise unprofessional messages or images.
- Use personal devices to communicate with pupils outside approved school procedures.

All routine communication should take place through approved school channels, such as the school office, school email accounts, approved parent communication platforms, school-owned telephones and school-managed devices.

11.6 Staff photography and recording

Staff must not use personal mobile phones to photograph, video or audio-record pupils, except in a genuine emergency where no approved device is available and doing so is necessary to protect a pupil's safety.

- It must be reported immediately to the Headteacher or DSL.
- It must be transferred to an approved school system as soon as practicable.
- It must be deleted from the personal device once the transfer has been confirmed.
- The incident must be recorded where appropriate.

For routine school photography, staff must use school-owned devices or approved systems and comply with parental consent, data protection and image-use procedures.

11.7 Staff use during trips and residential visits

Staff should use school-owned communication devices wherever possible. Personal mobile phones may be used when authorised as part of the visit arrangements, necessary for an emergency, required for a specific work-related purpose, and used in accordance with the visit risk assessment.

Staff must not use personal mobile phones to contact parents/carers about routine matters during trips unless authorised by the school.

11.8 Smartwatches for staff

- Messaging and personal notifications must not be accessed while teaching or supervising pupils.
- Camera and recording functions must not be used inappropriately.
- Staff must not communicate with pupils or parents through personal wearable devices.
- Medical or accessibility needs will be considered through an agreed arrangement.

11.9 Staff breaches

- Informal advice or a reminder of expectations.
- A management discussion.
- Additional training.
- Formal investigation.
- Disciplinary action where appropriate.
- Safeguarding referral where relevant.
- Action under the Staff Code of Conduct, Whistleblowing Policy or other applicable procedures.

12. Parents and Carers

12.1 Expectations on school premises

- Keep mobile phones on silent where possible.
- Avoid using phones in classrooms, corridors, assemblies or pupil-facing areas unless necessary.
- Not take photographs, videos or audio recordings of pupils or staff without explicit permission.
- Not use phones to record confidential meetings or conversations.
- Not use phones to contact or communicate with other children through school activities without appropriate consent.
- Follow staff instructions during emergencies, performances, trips and school events.

Parents and carers should use the school office for routine communication with their child during the school day.

12.2 Photography at school events

- Parents/carers should photograph or record only their own child wherever practicable.
- Images must not be uploaded or shared in ways that identify other children without appropriate permission such as sharing online through social media platforms.
- Parents/carers must not livestream school events unless expressly authorised.
- Photography must stop when requested by staff.
- The school may impose additional restrictions where safeguarding or privacy concerns arise.

12.3 Parents accompanying educational visits

- Follow the visit leader's instructions.
- Keep personal mobile phones stored or on silent unless required for an agreed purpose.
- Not use phones to photograph or record pupils.

- Not contact other parents/carers about children during the visit through personal messaging or social media.
- Not post images, comments or information about the visit that identify pupils without permission.
- Use school-issued devices if asked to support photography for an educational record.

12.4 Contacting children during the school day

23. Contact the school office.
24. Explain the nature and urgency of the message.
25. The school will determine the appropriate way to pass on the message or facilitate contact.

In an emergency, the school will prioritise the child's safety and welfare and follow its emergency communication procedures.

12.5 Parent concerns and partnership

- Explain the policy clearly.
- Provide a process for requesting exceptions.
- Consider individual circumstances fairly.
- Ensure families know how to contact the school.
- Review arrangements where a pupil's needs change.
- Offer information about online safety and healthy digital habits.

13. Visitors, Volunteers, Governors and Contractors

- Personal phones must not be used in pupil-facing areas except where authorised.
- Photography and recording are prohibited unless expressly permitted.
- Devices must not be used to communicate privately with pupils.
- Personal devices must not be used to access or share confidential school information.
- Any emergency use must be reported where appropriate.

Visitors working directly with pupils will be expected to comply with the school's safeguarding procedures and staff code of conduct where applicable.

14. Safeguarding, Online Safety and Harmful Content

Mobile phones can provide access to social media, messaging applications, cameras, the internet and other content-sharing services. The school recognises that these technologies can be used to:

- Bully, harass or threaten others.
- Share images without consent.
- Facilitate sexual harassment or exploitation.
- Access or distribute pornography or harmful content.
- Encourage self-harm or other harmful behaviour.
- Share personal information.
- Organise harmful or disruptive activity.
- Record incidents in a way that compromises privacy or safeguarding.

The school will teach pupils about online safety, respectful digital communication, privacy, consent, image-sharing and healthy digital habits through the curriculum and wider safeguarding provision.

Where a device-related incident raises a safeguarding concern, staff must report it immediately to the Designated Safeguarding Lead (DSL) or deputy in accordance with the Child Protection and Safeguarding Policy.

15. Emergency Situations and Lockdown

The school recognises that mobile phones may be useful in emergencies. However, pupils must not access personal phones during the school day unless instructed or permitted under the school's emergency arrangements.

- A lockdown
- An evacuation
- A medical emergency
- A missing-child incident
- A serious safeguarding incident
- A major site emergency

Staff will follow the school's established emergency, lockdown, evacuation and safeguarding procedures. School-owned communication devices will be used wherever possible. Staff may use personal mobile phones in an emergency where necessary to protect life, summon emergency assistance or support the school's response, provided this does not compromise safeguarding or confidentiality.

16. Data Protection and Privacy

- Photograph or record individuals without appropriate permission.
- Capture confidential documents, displays or conversations.
- Share personal data through unauthorised applications.
- Record meetings without consent or lawful authority.
- Upload images or recordings of pupils to personal social media.
- Store sensitive school information without authorisation.

Any suspected data breach must be reported in accordance with the school's Data Protection Policy and relevant reporting procedures.

17. Curriculum, Education and Digital Citizenship

Pupils will receive age-appropriate teaching about:

- Online safety
- Digital citizenship
- Cyberbullying
- Privacy and personal data
- Consent and image-sharing
- Healthy screen use
- Online communication
- Misinformation and harmful content
- Reporting concerns
- Balancing online and offline activities
- Responsible use of mobile technology outside school

The school will seek to help pupils understand both the risks of mobile phone use and the benefits of a mobile-phone-free environment.

18. Training and Communication

18.1 Staff training

- The purpose and expectations of this policy.
- The procedures for storing and confiscating devices.
- The safeguarding risks associated with mobile phones.
- The school's searching procedures.
- Medical and SEND-related exceptions.
- Appropriate professional use.
- Data protection and photography rules.
- Emergency arrangements.

Training will be provided as part of induction and refreshed as appropriate.

18.2 Pupil communication

- At the start of each academic year.
- When they join the school.
- When the policy changes.
- Through assemblies, class discussions or PSHE.
- Through reminders where breaches or concerns arise.

The school will explain the reasons behind the policy rather than relying solely on sanctions.

18.3 Parent and carer communication

- Publish the policy on its website.
- Include it in the parent/carer information pack.
- Explain the policy at induction or transition events.
- Provide the pupil phone agreement where relevant.
- Communicate any changes in advance where practicable.
- Explain how parents/carers can contact their child during the school day.
- Provide a clear route for requesting an exception.

19. Monitoring, Review and Evaluation

- Records of phone-related incidents.
- Confiscation records.
- Parent/carer feedback.
- Pupil voice.
- Staff feedback.
- Safeguarding records, where relevant.
- Review of exceptions.
- Review of medical and SEND arrangements.
- Feedback from educational visits.
- Behaviour and wellbeing monitoring.

The policy will be reviewed at least annually, following significant legislation or guidance changes, following a serious incident, following a change in storage or communication arrangements, or when monitoring identifies a need for amendment.

The governing body or academy trust will oversee the policy in accordance with its governance responsibilities.

20. Policy Review and Approval

Policy title	Mobile Phones and Personal Smart Devices Policy
School	Rooks Nest Academy
Policy owner	S. Morrell
Designated lead	S.Brooks and M.Williams
Approved by	Full Governing Body
Approval date	22.09.26
Effective from date	22.09.26
Review date	September 27

Appendix 1: Pupil Mobile Phone Agreement

Rook's Nest Academy Mobile Phone Contract

Rook's Nest Academy does not permit mobile phones to be brought into school. Phones are expensive items and we cannot guarantee safety or security. This rule is also in place for safeguarding reasons – we cannot filter content to ensure it is appropriate for children if this is accessed on mobile phones. In addition, the taking of photographs etc. needs to be strictly controlled according to parental wishes. Therefore, we ask for your support in NOT sending mobiles into school.

However, we also recognise there may be occasional ***exceptional*** circumstances where it is helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied.

In these circumstances we ask parents and carers to read the following agreement and sign the request, stating the specific reason for a phone to be in school.

Our Pupil Mobile Phone Rules

- All pupils bringing a phone 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 into school. **Any phone brought in without permission will be confiscated 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 or on school premises. **This is because some children are not allowed to have their picture taken.**
- All phones should be turned off before entering school property and must not be turned on until the child is off school property.
- All phones must be handed in to either the staff member on the playground at the start of the day, or to the class teacher on arrival in class.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff. If a phone has been confiscated it will be for not following this contract and will only be issued back into the care of an adult.
- In the event of a child using a phone in an unsafe way, causing potential harm to themselves or another child, even outside of school hours, the school may refuse permission for that child to bring a phone into school under any circumstances.
- We currently advise that the use of Smart Watches is prohibited in school.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement overleaf.

Rook's Nest Academy
Mobile Phone Agreement

Our Pupil Mobile Phone Rules

- All pupils bringing a phone 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 into school.
- 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 or on school premises.
- All phones should be turned off before entering school property and must not be turned on until the child is off school property.
- All phones must be handed in to either the staff member on the playground at the start of the day, or to the class teacher on arrival in class.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff. If a phone has been confiscated it will be for not following this contract and will only be issued back into the care of an adult.
- In the event of a child using a phone in an unsafe way, causing potential harm to themselves or another child, even outside of school hours, the school may refuse permission for that child to bring a phone into school under any circumstances.
- We currently advise that the use of Smart Watches is prohibited in 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 take a mobile phone into school on that basis.
Parent/Carer signature _____ Date _____
Pupil: I will follow the school mobile phone rules.

Pupil signature _____ Date _____

After consideration of the reasons stated for your child to bring a mobile phone into school the Academy accept/decline your request.

Permission for a mobile phone is granted/not granted

Signed on behave of RNA: Date:

Appendix 2: Staff Mobile Phone Quick-Reference Guide

Situation	Expected practice
Teaching or supervising pupils	Personal phone switched off/silent and not used, unless authorised for work, medical or emergency purposes.
Break or lunch	Personal use permitted discreetly and away from pupils where practicable.
Emergency	Use a school device where possible; personal device may be used where necessary to protect safety or summon help.
Photographing pupils	Use an approved school device and follow consent and data protection procedures.
Contacting parents	Use approved school communication channels.
Contacting pupils	Never use personal numbers or private messaging accounts.
Smartwatch	No personal messaging or inappropriate recording; medical/accessibility exceptions may apply.
Work-related use	Use school-owned or approved devices and systems wherever possible.

Appendix 3: Parent/Carer Communication Statement

Our mobile-phone-free school day

At Rook's Nest Academy, we want every child to learn, play and build relationships in a calm, safe and focused environment. For this reason, pupils must not have access to mobile phones or personal smart devices during the school day, including lessons, breaktimes and lunchtime.

We understand that some children may need to carry a phone because of their journey to or from school, a medical condition, disability-related need or another exceptional circumstance. Families should contact the school to discuss an agreed arrangement before a device is brought onto the premises.

If you need to contact your child during the school day, please contact the school office. We will ensure that urgent messages are passed on appropriately.

We ask parents and carers to support this approach and to avoid using personal phones to photograph or record children at school unless the school has expressly permitted photography at a designated event.