



Mobile Phone Policy

Approved by Governing Body

Date: 11th September 2025

Introduction and aims

At Langdon Park we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

Promote safe and responsible phone use

Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers

Support the school's other policies, especially those related to child protection and behaviour policies.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

Risks to child protection

Data protection issues

Potential for lesson disruption

Risk of theft, loss, or damage

Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Roles and responsibilities

1. Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present/during contact time, unless it is an emergency or for work related purposes. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones 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.

Using personal mobiles for work purposes

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

To issue homework, rewards or sanctions

To use multi-factor authentication

Emergency evacuations

Supervising off-site trips

Supervising residential visits

In these circumstances, staff will:

Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct

Not use their phones 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/carers. If necessary, contact must be made via the school office

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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

2. Use of mobile phones by pupils

Pupils can keep their mobile phones with them, on the condition they are never used, seen or heard.

Pupils must turn off their phones when they arrive at school i.e. at the school gate.

Pupils may call / text at the gates if they need to inform parents that they have arrived to school.

Year 7 students are not allowed to bring a smartphone to school.

All devices including headphones must be out of sight throughout the school day, this includes break and lunch time. Phones are not to be used even for checking the time.

If pupils need to contact home during the day, they must come to the office or see their HOY.

Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

If smartwatches are used for similar purposes such as a phone, for example communicating via text or making calls, then will be treated in the same way as a mobile phone.

Exceptions sixth-form pupils

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, and at times to aid independent study, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils and only in areas that are designated for Sixth Form independent study only. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

Sixth Formers should not have phones out or visible in during form time or during lesson time, unless authorised for a specific learning related activity.

Sanctions

We expect all pupils to follow the policy but if a phone is not out of sight or if heard the student will be given a behaviour point which will result in a 60-minute detention the next day.

In addition, the device will be confiscated, and placed in the school office safe.

The phone will only be returned the next day, to an adult family member of the student. Students refusing to hand their phone over will face a further sanction.

Students who persistently use their phone in school or contact people outside of school will be required to hand phone in each day and have it returned.

If students misuse their phone or are involved in incidents related to social media for example, as part of a safety plan the school may require a student to hand in their phone at the start of the day and have it returned at the end of the school day. We want students to learn to use modern technology in a safe way.

We do not take responsibility for phones on school site if they are lost, damaged or stolen. Any device brought to school is at the owner's risk.

We expect parents to support upholding the policy.

Parents are reminded that it is their responsibility to ensure that children are safe whilst in their care, and therefore supervising the appropriate use of mobile phone and online use, as well as social media platforms. It may be necessary to refer matters to the police where the school is not able to support with resolving conflicts that have arisen due to social media issues outside of school.

Certain types of conduct, 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 (consensual and non-consensual sharing nude or semi-nude images or videos)

Upskirting

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.

3. Use of mobile phones by parents/carers, volunteers and visitors

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

This means:

Not taking pictures or recordings of pupils, unless it's at 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 without consent

Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

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

Use their phone to make contact with other parents/carers.

Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers 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. They must not try to contact their child on their personal mobile during the school day.

Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the Finance Office in [a secure location/locked cabinet].

Lost phones should be returned to the Main Office. The school will then attempt to contact the owner.

4. Monitoring and review

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

Feedback from parents/carers and pupils

Feedback from staff

Records of behaviour and safeguarding incidents

Relevant advice from the Department for Education, the local authority and any other relevant organization.

