

Harrow Lodge Primary School



ACCEPTABLE USE FOR MOBILE PHONES POLICY FOR PUPILS

REVIEWED:	Autumn 2025
EFFECTIVE PERIOD:	Spring 2026 – Spring 2027
DUE FOR REVIEW:	Autumn 2026
RESPONSIBLE PERSON(S):	MRS L WADDINGTON

PURPOSE

The widespread ownership of mobile phones among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile phones are used responsibly at schools. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our pupils.

Harrow Lodge Primary School has established the following Acceptable Use Policy for mobile phones that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile phones by pupils during school hours.

Pupils, their parents/carers must read and understand the Acceptable Use Policy before pupils are given permission to bring mobile phones to school.

RATIONALE

Personal safety and security

Harrow Lodge Primary School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

RESPONSIBILITY

It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents or carers.

Parents/carers should be aware if their child takes a mobile phone to school.

Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy.

ACCEPTABLE USES

At Harrow Lodge, pupils are only allowed to bring 'brick' (non-internet enabled) phones to school if

- They walk to and from school by themselves
- Have a permission slip signed by a parent or guardian

Mobile phones should be switched off upon arrival in the school grounds and handed to their class teacher.

All collected mobile phones will be kept in class until the end of the school day.

The school premises is not the place for pupils to be exchanging phone numbers, accessing the internet, sending messages or making calls to friends.

UNACCEPTABLE USES

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, use the internet, take photos or use any other application during a school day. Mobile phones may not be used at all by children on school grounds and may only be used by children on their journey to and from the school.

THEFT OR DAMAGE

Pupils should mark their mobile phone clearly with their names and hand them to the class teacher, as outlined above.

Mobile phones that are found in the school and whose owner cannot be located will be handed to front office reception.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.

INAPPROPRIATE CONDUCT

Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone both in and out of the school premise and school times, will face disciplinary action as sanctioned by the head teacher.

Pupils with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Pupils using mobile phones to bully other pupils will face disciplinary action as sanctioned by the head teacher. (It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person). As such, if action as sanctioned by the head teacher is deemed ineffective the school may consider it appropriate to involve the police.

SANCTIONS

Pupils who infringe the rules set out in this document, whether in school or not, will not be allowed to bring their mobile phone into school.

Any smart phones that are brought in to school will be sent to the main school office and a parent or guardian will be required to collect them.



Permission for Independent Travel to and from School

Dear Parents and Carers,

As your child becomes more independent in their final years of primary school, we understand that some families may wish for their children in **Year 5 and Year 6** to walk to and from school on their own.

In order to ensure we have accurate records and to safeguard all pupils, we require:

- **Written permission** from a parent or carer before allowing any child to leave the school premises unaccompanied at the end of the school day.
- Children to **have a 'brick' mobile phone** so that they can contact you if they have any problems whilst out by themselves.

If you are happy for your child to walk to and/or from school independently, please complete the permission slip below and return it to the school office. Please note that children without written permission will not be allowed to leave school without an adult.

Thank you for your support in helping us to keep all pupils safe.

Yours sincerely,

Mrs L Searle
Headteacher

✂-----**PERMISSION SLIP**-----✂

Permission for Independent Travel – Year 5 and Year 6

I give permission for my child, _____
(Child's Full Name) _____ (Child's Class) to:

- ☐ Walk **to** school independently on Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐
☐ Walk **from** school independently on Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐
☐ Walk **both to and from** school independently on Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐

I understand that it is my responsibility to ensure my child knows how to travel safely and responsibly and I will/will not **(delete as appropriate)** provide them with a 'brick' mobile phone. I understand that my child is **not permitted to bring a smart phone to school** and that bags will be checked if there is a reasonable suspicion of a mobile phone being inside.

Parent/Carer Name: _____

Signature: _____

Date: _____

Child's phone model: _____

Child's 'brick' mobile phone number: _____