

Mobile and Smart Technology Policy

Lacewood Primary School



Approved by: Kelly Webster
(Chair of Governors)

Last reviewed September 2025
on:

Next review due: September 2026

1. Rationale

Lacewood Primary School is committed to providing a calm, safe, and focused learning environment. The Department for Education (DfE, February 2024) recommends that all schools restrict the use of mobile phones and similar devices throughout the school day. This policy supports pupils' wellbeing, reduces distractions, and promotes positive face-to-face interactions. It also safeguards pupils from misuse of technology (e.g. online bullying, filming, social media use) while on school premises.

2. Scope

This policy applies to all pupils attending Lacewood Primary School during the school day, including breakfast and after-school clubs held on the premises. It covers arrival at school until the end of the school day, lessons, assemblies, breaks, lunchtimes, transitions, trips, and residential, unless otherwise authorised by the Headteacher.

3. Policy Statement

Pupils must hand in any mobile phone or smart device upon arrival at school. Devices will be securely stored by staff and returned at the end of the school day. Devices must be switched off before being handed in. If a pupil needs to contact a parent or carer, this will be arranged through the school office.

4. Exemptions and Reasonable Adjustments

Exceptions may be authorised by the Headteacher (Miss Akeroyd) for pupils with medical needs (e.g. glucose monitoring), specific SEND or safeguarding circumstances, or those walking home independently. Requests for exemptions must be made in writing and approved by the Headteacher.

5. Sanctions and Confiscation

Any pupil seen using or keeping a phone during the day will have it confiscated immediately. The phone will be stored securely and returned to the parent/carers at the end of the day. Repeated breaches may lead to further disciplinary action under the Behaviour Policy. The school is not liable for loss, theft, or damage to personal devices brought onto the premises.

6. Responsibilities

Headteacher/SLT: Ensure policy implementation, approve exemptions, monitor incidents, review annually.

Staff: Enforce fairly, model appropriate use, securely store confiscated devices.

Pupils: Hand in devices daily, respect rules, report misuse.

Parents/Carers: Support policy, ensure hand-in compliance, contact school office for communication.

7. Communication and Review

The policy will be published on the school website and shared with staff, parents, and pupils. The Headteacher will review it annually or following DfE updates.