

Ayscoughfee Hall School

**Together We Achieve the
Extraordinary**



Mobile Phone and Smart Devices in School Leaflet

Information for Parents and Carers

Why Do We Have This Policy

At our school, we want to provide a safe, focused and positive learning environment for all children

Our Mobile Phone and Smart Device Policy helps us to:

- ✓ Keep children safe
- ✓ Protect privacy and personal information
- ✓ Reduce distractions to learning
- ✓ Prevent loss, theft or damage of devices
- ✓ Promote responsible use of technology

This policy follows Department for Education guidance and applies whenever children are attending school, including school events such as fairs, discos, performances, school trips and residential.

What Devices Are Included?

This policy applies to any personal electronic, digital, wearable or internet-enabled devices capable of one or more of the following:

- ◆ Making/receiving calls or messages
- ◆ Accessing the internet or online services
- ◆ Capturing, storing, transmitting or livestreaming images, video or audio
- ◆ Recording conversations or other activities
- ◆ Tracking location or personal data
- ◆ Using AI features to collect, process or transmit information
- ◆ Connecting wirelessly to another device or network

Mobile Phones and Smart Devices:

Pupils

Our School Rule

Children are **not permitted to bring mobile phones or smart devices into school.**

If Your Child Needs a Phone After School

We recognise that some pupils may need a phone to travel home independently.

If this applies to your child:

- ◆ Inform the school office by phone or email
- ◆ Your child must hand the device into the school office on arrival
- ◆ The device will be stored securely during the day
- ◆ It must be collected from the office at the end of the school day

If a Device Is Found

Any phone or smart device found in a child's possession during the school day will be:

- ◆ Confiscated immediately
- ◆ Stored securely in the school office
- ◆ Returned only to parent or carer

Medical Exceptions

Some children may need access to a device for medical reasons, such as monitoring blood glucose levels.

Where appropriate:

- ◆ Individual arrangements will be agreed with parents
- ◆ A risk assessment may be completed
- ◆ The arrangement will be recorded in the child's Individual Healthcare Plan

Parents, Visitors and Volunteers

To help us keep children safe, we ask all visitors to:

Please Do

- ✓ Use photographs and videos responsibly at public school events

Please Do Not

- × Take photographs or videos of other people's children without permission
- × Post images of children on social media without consent
- × Use phones while working with pupils or during lessons

Any photos or recordings taken at school events should be for personal use only.

Staff Use of Mobile phones

School staff follow strict rules regarding mobile phone use.

Staff:

- ♦ Do not use personal phones during lessons
- ♦ Do not contact pupils or parents using personal phone numbers
- ♦ Do not take photographs of pupils on personal devices
- ♦ Use school equipment when photographs are required for educational or promotional purposes

These measures help protect both children and staff.

Keeping Devices Safe

If a child is permitted to bring a phone to school for after school travel:

- ♦ The device should be clearly labelled
- ♦ Passwords or PINs should be enabled where possible
- ♦ The device must be handed into the school office immediately on arrival

Please note that the school cannot accept responsibility for devices that are lost, stolen or damaged.

Working Together

Thank you for supporting our Mobile Phone and Smart Device Policy.

By working together, we can ensure that school remains a safe, distraction free environment where children can learn, play and thrive.

