

Marjory Kinnon School

Mobile Phone Policy

October 2026



Marjory Kinnon School – Mobile Phone Policy

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This policy is based on a template from The Key: Mobile Phone Policy (last reviewed 17 July 2026).

1. Introduction & Aims

At Marjory Kinnon School, our policy aims to:

- Ensure our environment is mobile phone-free by default.
- Ensure the safe, responsible and lawful use of mobile phones, where applicable.
- Provide 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.

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.
- Risk of theft, loss or damage.
- Appropriate use of technology for learning purposes.

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

2. Relevant Guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles & Responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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.

The Designated Safeguarding Lead is responsible for monitoring the policy and reviewing it every 3 years, and holding staff and pupils accountable for its implementation.

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

3.2 Governors

The strategic review of this policy is delegated by the governing body to the H&S Committee.

Governors are aware of their responsibility when accessing and using school data and are governed by principles as laid out in the GDPR. Governors will comply with the Online Safety Policy, the Data Protection Policy and their responsibilities around the filtering and monitoring systems and processes in place in relation to fixed and mobile internet; technologies provided by the school and technologies owned by Governors, but brought onto school premises. Governors accessing the school ICT system are required to sign Appendix B (Acceptable ICT Use Agreement) of the Online Safety Policy.

4. Use of Mobile Phones by Staff

4.1 Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, while pupils are present / during contact time. 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 Staff Room).

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 020 8890 2032 / 8890 as a point of emergency contact.

4.2 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 Gemini).

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More detailed guidance on data protection can be found in the school's policies:

- Data Protection Policy.
- Guidance for Acceptable Use of Internet & Technologies.
- Online Safety Policy.

4.3 Safeguarding

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

Further details about connecting with parents/carers or pupils over messaging apps or social media can be found in the school's policies:

- Guidance for Acceptable Use of Internet & Technologies (Social Media and Email sections).
- Online Safety Policy (Remote Learning Calls with Students section).
- Staff Use of Social Media Policy (Staff should not bring the school into disrepute section).

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

If a classroom app or programme requires the use of a mobile phone, staff must contact the ICT Manager for advice on the appropriate use of mobile phones in these circumstances.

Staff are not allowed to access the school's internet on their mobile as per the Guidance for Acceptable Use of Internet & Technologies (section on 'When using the school's internet, I have understood and will comply with the following statements).

4.4 Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication.
- Supervising residential visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our Professional Code of Conduct.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school Office.

4.5 Work Phones

Some members of staff in key roles 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 school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with the Professional Code of Conduct.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's Disciplinary Policy for more information.

5. Use of Mobile Phones by Pupils

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Pupil mobile phones are banned from the premises with the exception of those used by independent travellers. Independent travellers must hand in their mobile upon arrival at school and it will be returned at the end of the school day, for their journey home.

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Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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 smartwatches have wellness and health-related features.

Pupil smartwatches are banned from the premises with the exception of those used by independent travellers. Independent travellers must hand in their smartwatch upon arrival at school and it will be returned at the end of the school day, for their journey home.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Mrs Higgins (Designated Safeguarding Lead).

Any pupils who are given permission must then adhere to the school's Acceptable Use Agreement for Pupils Allowed to bring their Mobile Phone to school due to Exceptional Circumstances (see Appendix 1).

5.3 Sanctions

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, disability).

- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Keeping Children Safe in Education. This will include speaking with the Designated Safeguarding Lead (DSL) or Deputy, who will consider whether pastoral support, an early intervention, or a referral to Children's Social Care is appropriate

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes').
- 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.

6. Use of Mobile Phones by Parents/Carers, Volunteers and Visitors

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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, when working with pupils or while children are present

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.

7. Loss, Theft or Damage

Independent travellers bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

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 or from school.

Confiscated phones will be stored in the school Office.

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

8. Monitoring & Review

The school is committed to making sure that this policy has a positive impact on 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 DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Mrs Higgins (Designated Safeguarding Lead) in a timely manner.

This policy will be reviewed by the Health & Safety Committee annually.

Appendix 1: Acceptable Use Agreement for Pupils Allowed to bring their Mobile Phones to School due to Exceptional Circumstances

You must obey the following rules if in exceptional circumstances you are given permission to bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's Behaviour Policy. This includes bullying, harassing or intimidating pupils or staff via email, text/messaging app or social media.
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes').
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's Behaviour Policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's Behaviour Policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a pupil to bring their mobile phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they: _____ (list appropriate reasons)

Pupils who bring a mobile phone to school must abide by the school's Mobile Phone Policy and its Acceptable Use Agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY			
Authorised by:		Date:	

Appendix 3: Template mobile phone information slip for Visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to Reception.
- Do not take photos or recordings of pupils (unless it is your own child), or staff.
- Do not use your phone in lessons, when working with pupils or while children are present.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our Mobile Phone Policy is available from the school Office.