EASTON ROYAL ACADEMY

EXCELLENCE & ADVENTURE

Mobile Devices Policy

2026 - 2027

Last updated: September 2026

Next update due: September 2027

Purpose and Scope

This policy sets out our approach to mobile devices at Easton Royal Academy. It applies to all pupils, staff, and visitors during the school day.

Our Approach

From 1 September 2026, schools should be mobile phone-free 'by default', meaning mobile phones and similar devices are prohibited throughout the school day, including during lessons, the time between lessons, break and lunchtime. Managing mobile phones in school (The Key Leaders)

At Easton Royal Academy, we recognise that some pupils may need to bring a mobile device to school for safety reasons when travelling to and from school. However, to create a phone-free learning environment:

Pupils may bring a mobile device to school, but:

- All devices must be handed to the school office immediately upon arrival
- Devices will be stored securely in a locked drawer/box in the office
- Devices will be labelled with the pupil's name to ensure safe return
- Devices will only be returned at the end of the school day
- Pupils will not be able to access their devices during the school day, including break and lunchtimes

Permitted Devices

Pupils may bring:

- Mobile phones
- Smartwatches (these must also be handed in)

Storage and Security

- Devices will be stored in office desk – locked in the school office
- Each device will be placed in an envelope labelled with the pupil's name and class
- Our insurance covers pupil devices stored in this manner
- The school will take reasonable care of devices but cannot accept liability for loss or damage

Exceptions and Adaptations

We will consider specific pupils and if they would be negatively impacted by not using their phones at school, including pupils with special educational needs (SEN), with anxiety about being away from home, who are expecting important/bad family news, who pick up younger siblings from school, or who are young carers. Allowing pupils with disabilities a mobile phone, where it's necessary due to the nature of their disability, may be considered a reasonable adjustment. For pupils with medical conditions, a mobile phone may help them manage their medical condition – e.g. a pupil with diabetes might use their phone to monitor their blood sugar levels.

Exceptions may be made for:

- Pupils with disabilities where the device is a reasonable adjustment
- Pupils with medical conditions who need their device to manage their condition (e.g. diabetes monitoring)
- Pupils who are young carers and may need to be contacted urgently
- Other individual circumstances at the headteacher's discretion

In these cases, alternative arrangements will be agreed with parents/carers, such as:

- Allowing the pupil to check for messages at designated times with staff supervision
- Keeping the device accessible in the office for urgent use
- Ensuring staff are aware of the pupil's circumstances to offer extra support

Enforcement and Sanctions

If a pupil is found with a device during the school day:

1. The device will be confiscated immediately by a member of staff
2. It will be stored securely in the school office
3. For a first offence: the device will be returned at the end of the day with a verbal warning
4. For repeated offences: parents/carers will be contacted and may need to collect the device in person

Emergency Contact

If parents/carers need to contact their child during the school day, they should:

- Call the school office on 01672 810477
- Office staff will pass on urgent messages to pupils
- In genuine emergencies, arrangements can be made for pupils to return calls under staff supervision

If pupils need to contact home in an emergency:

- They should speak to their class teacher or visit the school office
- Staff will facilitate contact with parents/carers

School Trips and Special Circumstances

On school trips, separate arrangements will be communicated to parents/carers. This may include:

- Pupils keeping devices with them but only using them at designated times
- Devices being collected and stored by staff during educational activities
- Pupils signing an acceptable use agreement for the trip

Staff Mobile Device Use

Staff must:

- Not use personal mobile devices in front of pupils during the school day
- Keep devices on silent and out of sight
- Only use devices for personal matters during breaks in staff-only areas
- Use school devices for any necessary communication during lessons

Visitor Mobile Device Use

Visitors to the school should:

- Keep mobile devices on silent
- Not use devices in classrooms or pupil areas unless for professional purposes
- Not photograph or film pupils without prior permission

Communication with Parents/Carers

We will share this policy with parents/carers through:

- Publication on our school website
- A letter/email explaining the policy when it is introduced or updated
- Discussion at parents' evenings if concerns are raised

Monitoring and Review

This policy will be:

- Reviewed annually by the headteacher and governing body
- Monitored for consistent implementation by senior leaders
- Adjusted based on feedback from staff, pupils, and parents/carers

Policy approved by: AC
Date: September 2026
Review date: September 2027