**Meadowfield School**

# Mobile Phones and Smart Devices

## Easy Read Policy

School Year 2026 to 2027



This policy explains the main rules for personal mobile phones and smart devices at Meadowfield School.

**The rules help to keep everyone safe, calm and ready to learn.**

Ask an adult to read this with you if you would like support.

Meadowfield

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

# The main school rule



A smart device can send messages, go online, take photos, or record sound or video. Examples include a phone, smart watch, tablet, fitness tracker or smart glasses.



**Main rule** Meadowfield is a phone free school during the school day.



Give your personal phone or smart device your teacher or TA.



Staff will store it securely. You can collect it at the end of the school day.



Do not use, access, display or check your device in lessons, between lessons, at break or at lunchtime.



Tell a member of staff if you need to contact home. Staff will help you to use a school phone.



Parents and carers should contact the school office if they need to speak to you during the day.



Use a passcode. Your device is your responsibility. The school is not responsible if it is lost, stolen or damaged.

# When you may use a personal device

Some pupils need a different arrangement. The arrangement must be agreed before the device is used.



You may need a device because of a medical need, disability or special educational need.



You may also need one because you help care for someone, for a safety reason or for another personal need.



Tell a member of staff if you think you need to use a personal device at school.



The Principal must agree the arrangement before you use the device. School will talk with you and your parent or carer where appropriate.



The plan will say why, when and where you can use the device. It will also say who will support you and where the device will be stored.



You may only use the device for the reason in your plan. You cannot use it whenever you want.



School will review the plan to make sure it still meets your needs and keeps people safe.

# Rules for Meadowfield Sixth Form



Sixth Form students are older learners, but the hand in rule still applies.



Hand your phone or smart device to the member of staff chosen to collect devices. Do this at the start of the day. Collect it at the end of the day.



You may use a device if this is part of your Individual Healthcare Plan or another agreed health plan.



You may use a device for a planned learning activity, such as travel training or using an app to plan a bus or train journey.



If you have permission to leave the school site at lunchtime, you may collect your device before you leave.



Hand the device back to staff when you return to school.



Use the device only for the agreed reason. Follow staff instructions and all behaviour, online safety and safeguarding rules.



Unsafe or inappropriate use may mean that permission to use the device is withdrawn.

# Use devices safely



Do not take a photo, video or sound recording of another person without permission.



Never use a camera or recording device in a toilet, changing room or swimming pool.



Do not send or share unkind, abusive, sexual, threatening or inappropriate messages, images or videos.



Do not share private information about pupils or members of staff.



Do not keep, access, show or share harmful, offensive or illegal content.



Do not use AirDrop, Bluetooth or similar sharing tools to send unwanted content to another person.



If you receive something worrying, do not forward it. Tell a trusted adult.



These safety rules matter at home and outside school too. You can tell school about an online problem wherever it happened.

# Exams trips and school devices



Do not take a personal phone, smart watch or other communication device into an exam.



If you have a device in an exam, the school must tell the exam board. You could lose the result for that exam or for other exams.



The rules may be different for a trip, residential visit or activity outside the normal school day.



School will tell you and your parent or carer the device rules before the trip. Follow the agreed plan and staff instructions.



Use school phones, tablets and computers only for the agreed learning, professional or safeguarding purpose. Follow staff instructions and the Acceptable Use Policy.



School may monitor activity on school devices and networks to help keep everyone safe and secure.



In Early Years, staff plan and supervise screen use. Screens do not replace talking, play, movement, rest or care.

# If a rule is not followed



Staff will listen and think about what happened. They will consider your age, SEND, medical needs and any safety concerns.



Staff may take the device and store it securely if it has been used against school rules or could put someone at risk.



Your parent or carer may be told what happened and may need to collect the device.



The school may use the Behaviour Policy. The response will match what happened and what you need.



In a serious situation, a member of staff who is allowed to do this may search a device or its files. They must follow the law and school policy.



If staff think someone may be at risk, they will tell the safeguarding team straight away.



If staff think a device contains illegal material or evidence of a crime, they may keep it and give it to the police.

# Getting help and reporting concerns



Tell any trusted adult at school if a message, image, video or online situation worries you.



You can ask for help even if you used a device when you should not have. Staff will focus first on keeping people safe.



Staff may help you to access your device in a safe, supervised place. This can help you report a concern or keep a message or screenshot as evidence.



If you receive a nude or sexual image, do not show it around and do not forward it. Tell a trusted adult. Staff will not view the image and will contact the safeguarding team.

**Remember**



Hand in your personal device when you arrive.



Ask before you use a device.



Use devices kindly, privately and safely.



Tell a trusted adult if you are worried.

| School Policy Approved by Leadership Team<br>Full Mobile Phone Policy is Statutory | |
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| **Policy Adopted** | September 2026 |
| **Policy Approved** | November 2026 |
| **Next Review** | Academic year 2027/28 |