The Bridge Trust
Keystone

Mobile Phone and Smart Technology Protocol



Pride
Passion
Partnership
Professionalism
Positivity

Effective September 2026

Purpose

Keystone is a mobile-phone-free environment by default during the school day. This protocol supports learning, safeguarding, positive relationships and reduced distraction while allowing individual exceptions where these are necessary and agreed.

Core expectation

Pupils must not use mobile phones or other personal smart technology with similar communication, messaging, notification, audio or video-recording functions during the school day, including lessons, movement time, break and lunch, unless a specific exception has been agreed by the school.

Storage

Phones should be switched off or placed on an agreed non-disruptive setting and stored securely in line with the class or school procedure. Practical storage arrangements will be communicated to pupils and families.

Contact during the school day

Parents and carers who need to contact a pupil urgently should use the school's agreed communication routes rather than contacting the pupil directly on a personal device. Pupils who need to contact home should speak to a member of staff.

Reasonable adjustments and exceptions

Exceptions may be agreed where a device is necessary because of disability, medical need, safeguarding, a specific communication plan or another reasonable adjustment. Exceptions should be recorded and reviewed so staff understand what is permitted for the individual pupil.

If a pupil uses a phone without permission

Staff will respond calmly and proportionately in line with the school's behaviour and Positive Behaviour Support approach. A device may be secured temporarily where necessary to maintain safety or learning. Any response should take account of SEND, communication and regulation needs, and arrangements for returning the device should be clear to the pupil and family.

Recording, images and online safety

Pupils must not use personal devices to photograph, record or share images, audio or video of other people in school without explicit permission. Safeguarding concerns involving a device will be managed under the school's safeguarding and online safety procedures.

Policy owner	Applies to	Review
Headteacher	All pupils during the school day	September 2027