

13th January 2026

Dear Parents and Carers,

Subject: Updated Mobile Phone & Smart Watch Procedure for Y5 and Y6

We understand that for some children in Years 5 and 6 who walk to or from school on their own, having a mobile phone or smart watch can provide reassurance and safety. To make sure this is managed responsibly, we have updated our procedure and acceptable use agreement.

When can children bring a device to school?

Children should only bring a mobile phone or smart watch if:

- They walk to school alone, or
- They walk home alone, and need the device for emergency contact.

What do you need to do?

If your child meets the above criteria, please complete our **permission form** using the link below:

<https://forms.office.com/e/CasJhiBTY1>

This form confirms that you wish your child to bring a device for safety reasons and includes our **Acceptable Use Agreement**, which you should share with your child. Please complete the form even if you have already contacted the school, as we are updating our records.

Key points from the Acceptable Use Agreement

- Devices must be **switched off before entering the playground** and handed in at the office or to a designated member of staff at the start of the day.
- Devices must **not be used anywhere on the school site**, including when arriving or leaving.
- Devices will be stored securely during the day.
- If a device is lost or damaged, the school cannot accept responsibility for repair or replacement.
- Misuse of a device will result in permission being withdrawn. During any breach, the device will be kept by the Headteacher until a parent collects it.

Children agree to:

- Treat having a device as a **privilege and responsibility**.
- Keep the device switched off during the school day.
- Hand the device in every morning.
- Never share passwords or personal details.

- Never take photos or videos on or near school grounds.

Parents agree to:

- Understand that devices are brought at the child's own risk.
- Accept that the school may withdraw permission if rules are broken.

We regularly teach online safety and responsible device use as part of our curriculum. This agreement supports those lessons and helps children develop sensible habits.

If your child already brings a phone or smart watch, please complete the form as soon as possible and have a discussion with them about these rules.

If you have any questions, please do not hesitate to contact us.

Thank you for your support in keeping our children safe and responsible.

A handwritten signature in black ink that reads "Nicola Ball". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Nicola Ball
Ashlands CofE Primary