

# Mobile Phone and Mobile Devices Policy

Next to be reviewed: November 2025

## CONTACT US

 01924 251 605

 @ketthighschool

 [www.kettlethorpehigh.co.uk](http://www.kettlethorpehigh.co.uk)

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## Introduction

This policy sets out the school's position in determining what is an acceptable and unacceptable use of mobile technologies by pupils whilst they are in school.

The purpose of this policy is to prevent the unacceptable use of mobile phones, camera phones, MP3 players, smart watches and Apple airpods (or equivalent) impacting negatively on pupil learning and from preventing staff from concentrating on pupils' learning experiences.

The safeguarding of pupils and staff is a high priority and this policy has taken into account risk factors and historical behaviours that have compromised the safety of pupils and staff in school.

In addition, in order to be fully inclusive and to not see those pupils who do not have 'state of the art' mobile devices disadvantaged in their learning, the school has invested in technologies to support learning across the school.

This policy has been developed following discussion with teachers, with pupils through the Pupil Parliament and from feedback from parents/carers following a newsletter invitation to all families for feedback in April 2022.

NB: For the purposes of this policy, all references to 'mobile phones' should be taken to include MP3/4 players, iPods, iPads and smart watches or their equivalents.

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## Mobile phone and mobile devices policy

- The school strongly advises that mobile phones should not be brought into school at all. Pupils have no legitimate need to use a mobile phone at all during the school day.
- The school accepts that there may be particular circumstances in which a parent/carer wishes their child to have a mobile phone for their journey to and from school.
- Mobile phones, linked to a medical need, will require certification from a GP.
- Where a mobile phone is brought into school, it is entirely at the pupil's and parents/carers' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or other mobile device brought into school.
- Mobile phones and electronic devices (including speakers) should be always out of sight, turned off and stored in the pupil's bag. If a pupil is caught using a phone on the school premises and/or the phone is heard by a member of staff, the phone and the sim card will be confiscated and placed in the school safe until it can be picked up by a parent/carer if it is the first confiscation. This policy also applies to speakers, smart watches, iPod, ear pods. Collection will always be 24 hours after confiscation or the next working school day if after a weekend/Bank Holiday.
- If a pupil has a mobile phone confiscated and their bus pass is on the mobile phone, they can use pupil reception to collect bus fare for the journey home or call family to arrange transportation. Bus fares will need to be refunded.

**The school reserves the right to refuse to allow a pupil to bring a mobile phone onto the premises where a pupil has previously refused to hand the phone over or where the phone has been used inappropriately or caused disruption to learning or social time.**

- When a mobile is confiscated, the matter will be recorded on the child's behaviour log.
- Please note, that if a mobile phone is confiscated on a Friday, then the next school day will be the Monday that follows. This means that collection is not possible before the weekend. Bank holidays will also mean that the mobile phone can only be collected on the working school day that follows. If a mobile phone is confiscated the day before a school holiday begins, the mobile phone will not be returned until the first day of return.

**When a mobile phone is confiscated the mobile phone policy protocols will be followed.**

- A member of the school's administration team will contact a parent/carer to inform them of their child's phone confiscation. This will be sent by text message.
- The phone will be made available for collection only in line with the agreed return protocols.
- Senior staff and/or teachers will not be available to discuss any confiscation until the mobile phone is collected. Senior staff and/or teachers will not meet, return phone calls or email until after the mobile phone is collected.
- Staff will not be made available to meet parents/carers who arrive at school ahead of normal mobile phone return protocol as detailed in this policy.
- On the first occasion, on which a pupil's phone is confiscated, it will be available for collection by their parent/carer from reception at the end of the next school day. Phones can be collected from reception between the end of the school day 3.05pm until 4.30pm, Monday to Thursdays, and until 4pm on a Friday.
- On the second occasion, a pupil's mobile phone is confiscated a meeting will be arranged for parents/carers to meet with senior staff in school. At this meeting, the phone will be returned.
- If a mobile phone is confiscated for a third occasion, a meeting will be arranged for parents/carers to meet with a member of the school's governing body and/or SLT. At this meeting the phone will be returned.
- Mobile phones will only be returned to a parent/carer or nominated adult and not to siblings.
- The school may choose to involve the school's community-based police officer to discuss the use of mobile technologies and/or return phones to families as required. This may be as a result of parental challenge or disagreement with the school's agreed mobile phone policy. This meeting will delay the return of the pupil's mobile phone and will depend on when the police officer is next in school. The school is legally allowed to confiscate mobile phones in school.

- Any pupil who refuses to hand over a mobile phone, when requested to do so, will be removed from their lesson and the refusal will be treated as a disciplinary matter. This could lead to suspension from school.
- It is forbidden to record photographic images (still or video) or sound recordings of staff or pupils at any time without their explicit permission.
- In accordance with the school's safeguarding protocols, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including material which promotes or contains pornography, violence or bullying. The school will involve the police as required.
- The school's mobile phone policy is regularly communicated to all pupils and all families. The policy is located on the school's website.
- Where parents/carers of pupils need to contact pupils during the school day, they should do so only on the school telephone system via reception and not via mobile phones.
- Pupils who choose to contact home from within school during the school day on their mobile phone will be seen to have contravened the school's mobile phone policy.

In order to be clear, all communication between pupils and parents/carers must go through the school reception. The use, by pupils, of mobile phones whilst in school to communicate with parents/carers is not allowed. Pupils can use the school's phone at reception or the pupil reception areas.

School based staff will not be made available to discuss early returns or to justify mobile phone confiscation. The 'Use it, lose it!' protocols are in line with the agreed mobile phone policy.

**Please Note: Smartwatches/conventional wristwatches are now not allowed into public examinations. Pupils will need to consider this in relation to safe storage when in examinations. School will not be responsible for lost, misplaced or stolen items.**

Searching for mobile phones can be done without the consent of the pupil; further information can be found in the policy document [Department for Education Searching, Screening and Confiscation 2022](#).