

# Mobile Phone and Mobile Devices Policy

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## Introduction

This policy outlines the school's expectations regarding the acceptable and unacceptable use of mobile phones and smart devices by pupils while on the school premises or engaged in school activities.

The purpose of this policy is to prevent the misuse of mobile technologies from negatively impacting learning, behaviour, and wellbeing, as well as to ensure staff can focus fully on pupils' learning experiences.

Safeguarding the welfare of pupils and staff is a key priority. This policy has been informed by risk factors and past behaviours that have compromised safety within school settings. It also ensures fairness and inclusion, recognising that not all pupils have access to modern technology. To support learning equitably, the school provides appropriate digital resources for classroom use.

For the purposes of this policy, the term **"mobile phones and smart devices"** includes, but is not limited to: mobile phones, smartphones, smart watches, MP3/MP4 players, tablets, iPods, speakers, AirPods/ear pods (or equivalent).

## General Expectations

The school strongly advises that pupils do not bring mobile phones or smart devices into school. Pupils have no legitimate need to use mobile phones or smart devices during the school day.

Where parents/carers choose for a pupil to carry a phone for travel to and from school, it must remain switched off, out of sight, and stored securely in the pupil's bag at all times.

Devices linked to a medical need must be supported by appropriate medical evidence (e.g. GP confirmation).

Any device brought into school is done so entirely at the pupil's and parents'/carers' own risk. The school accepts no responsibility for loss, theft, or damage.

## Use of Devices on School Site

Mobile phones and smart devices must not be visible or used anywhere on the school site during the school day.

This includes before school, between lessons, during breaks and lunchtimes, and after school while on site.

If a device is seen, heard, or used by a pupil on the school premises, it will be confiscated and dealt with in line with this policy.

This policy applies equally to speakers, smart watches, ear pods, tablets, and similar devices.

## Confiscation Procedures

All confiscations are logged on **ClassCharts**, and parents/carers will be informed via text message. Phones can be collected on the same day.

### First Confiscation

- Device confiscated and secured in the school safe.
- Parent/carer informed.

- Device must be collected by a parent/carer from reception after 3:05pm.
- A behaviour point will be issued.

## Second Confiscation

- Device confiscated and secured in the school safe.
- Parent/carer informed.
- Device must be collected by a parent/carer from reception.
- A 40-minute detention will be issued.

## Third and Subsequent Confiscations

- Device confiscated and secured.
- Parent/carer required to attend a meeting with the Inclusion Manager.
- Device returned during or after this meeting.
- A time-limited mobile phone ban will be imposed, meaning the pupil is prohibited from bringing a smart mobile phone onto the school site for a specified period.

## Collection of Confiscated Devices

If a bus pass is stored on a confiscated phone, the pupil will be allowed to contact home to arrange alternative transport. Any costs incurred remain the responsibility of parents/carers.

## Serious Breaches of the Policy

Certain behaviours are considered serious breaches and will result in more significant sanctions.

### Refusal to Hand Over a Device

Treated as a serious breach of the Behaviour Policy.

- Removal from the lesson.
- Placement in Reset.
- Further escalation may include suspension.

The school reserves the right to ban a pupil from bringing a mobile phone onto the premises in future.

### Recording on School Site

Phone recording (photo, video, or audio) of staff or pupils is strictly prohibited unless explicit permission has been granted by the school.

Any recording will be treated as a serious safeguarding concern and could result in suspension.

This will also result in an immediate lifetime ban on bringing a smart mobile phone to school.

Pupils with a smart phone ban in place due to safeguarding concerns, may be searched in line with statutory guidance.

## Safeguarding and Searches

The school may search a pupil and/or their belongings, including electronic devices, without consent, where there are safeguarding concerns, in line with statutory guidance.

Searches will be conducted in accordance with Department for Education – Searching, Screening and Confiscation (2022).

Where appropriate, incidents may be referred to external agencies, including the police.

## Communication with Home

All communication between pupils and parents/carers during the school day must go through school reception.

Parents/carers should contact pupils via the school's telephone system and not directly via mobile devices.

Pupils using mobile phones to contact home during the school day will be considered to have breached this policy.

School staff will not be made available to justify mobile phone confiscation or to facilitate early returns. The school operates a clear "Use it, lose it" approach.

## Examinations

Smart watches and conventional wristwatches are not permitted in public examinations.

Pupils are responsible for safe storage of prohibited items during exams.

The school will not be responsible for lost, misplaced, or stolen items.

## Working in Partnership

The school's Mobile Phones and Smart Devices Policy is regularly communicated to pupils and families and is available on the school website. We ask for the continued support of parents and carers in reinforcing these expectations so that together we maintain a safe, respectful, and focused learning environment for all.