

Garstang Community Academy



Mobile Phone Policy

Introduction

At Garstang Community Academy, we are committed to maintaining a calm, respectful and focused environment where all students can learn and thrive. To support this, the use of mobile phones and similar personal devices is restricted during the school day.

We recognise that mobile phones are part of modern life, but their use must not disrupt learning, compromise safety, or impact student wellbeing.

Core Aims

Our mobile phone policy is based on four key principles:

- **Learning First:** Lessons should be free from digital distractions.
- **Student Safety:** Phone misuse can pose safeguarding risks.
- **Respect for All:** A consistent approach ensures a respectful school culture.
- **Clarity and Fairness:** Expectations are clear and applied equally to all.

Expectations for Students

Use of Phones During the School Day

- Phones must be **switched off and in your school bag/locker** during the school day* on school grounds including during lessons, lesson changeovers, break, and lunchtime.
* School day is defined for this purpose as from the point of arrival on school grounds at anytime, up to the end of school bell at 3.05.
- Phones may be switched off and stored securely in bags or lockers but **must not be used** unless a staff member gives direct permission.
- These rules also apply to EarPods and equivalent technology.
- **Smartwatches** and other wearable communication devices must be disconnected from your mobile phone or data.

Allowed Use in Exceptional Cases

- Phones may be used in lessons **only when explicitly directed by a teacher** for educational purposes.
- Students with a **specific medical or educational need** must seek prior authorisation from the Senior Leadership Team.

After School

- Devices can be used **responsibly** after 3:05pm, once the end of bell has finished.

Consequences for Breaching the Policy

- **First Incident Within an Academic Year:** The phone will be confiscated, placed securely in Reception and returned to the student at the end of the school day. A Stage 4 will be logged.
- **Second Incident Within an Academic Year:** The phone will be confiscated, placed securely in Reception and must be collected by a parent or carer. A Stage 4 will be logged.
- **Further Incidents Within an Academic Year:** Additional sanctions may be applied in line with the school's behaviour policy, including phone monitoring or a ban on bringing the device to school.

Repeated misuse may result in a student **losing the right to bring a phone to school.**

Safeguarding and Liability

- The school does **not accept responsibility** for lost, damaged, or stolen phones.
- The use of mobile phones to take photos, record videos, or post content online while on school grounds is strictly prohibited and considered a **serious behaviour incident.**

Contacting Home

- Students needing to contact home must speak to a member of staff or go to the Reception.
- Parents and carers are asked **not to contact students directly during the school day.** Urgent messages should be passed through the school Reception.

Policy Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team to reflect changes in safeguarding guidance, technology use, and feedback from students, staff and parents.

Date issued: May 2025

Next Review: May 2026