



Mobile Phone Policy

2025-2026

Policy Lead:	Assistant Headteacher- Hazel Weigh
Last Review Date	September 2025
Next Review Date	July 2026
Approval needed by:	Headteacher – Karen Key

Mobile Phones, Technology and Acceptable Use

With the rapid advancement of mobile phone and associated technology in recent years, devices now serve a wide variety of useful functions, far beyond basic communication. Whilst this can be beneficial when used appropriately, mobile phones can cause distractions from learning and can present potential risks if the device and technology is used to intimidate or bully others. Therefore, it is essential for the school community to have a clear policy that all students, parents, and staff understand and adhere to, ensuring mobile technology does not disrupt the learning environment or compromise safety.

Students bringing in mobile phones, EarPods, smart watches, as with all other valuables, do so at their own risk. School cannot be held responsible for the loss, theft, or damage of such items.

Guidelines for mobile phone and associated technology use whilst in school:

Arrival to School: Students are allowed to bring mobile devices to school for safeguarding purposes on their journey to and from the school building. Upon entering the school, mobile devices must be turned off and put away.

In Class: Mobile phones may only be used during registration or lessons if explicitly instructed by the teacher for educational purposes. Examples include using apps such as Arbor, Sparxs, GCSEPod, or BBC Bitesize for revision.

Headphones/EarPods: EarPods or headphones are not permitted during lessons unless there is a specific educational reason, or an individual exception has been granted. A "Support Pass" may be issued by the Assistant Headteacher after careful consideration for students with specific needs.

Corridors and Transitions: Mobile phones and headphones must not be used in the corridors or between lessons.

Year 7 – 10 - Social Time: Students in Years 7 – 10 are not permitted to use mobile devices during break times in any area of the school grounds

Year 11 – Social Time: Students in Year 11 are permitted to use their mobile phones during break and lunch if they are in the Studio building or Studio outside space only.

Sixth Form: Sixth Form students are expected to act as positive role models for younger students and, as such, they can only use their mobile phone/headphones in the Sixth Form building and the Common Room, during breaks and in private study periods, and in lessons with the permission of the teacher.

Important Restrictions:

Photography and Video: Mobile phones must not be used to take photographs or record videos of any student or staff member.

Sharing of Content: Mobile phones must not be used to access social media or to share images, videos, or other personal content with others during the school day.

Behaviour Management - If a student is out of lessons during the school day because of their behaviour, or they are involved in the investigation of a serious incident, it may be appropriate to confiscate their phone whilst matters are resolved.

Internal Suspension – Students who are issued with an internally suspension in the RESET Room do not have access to their phone for the duration of the suspension.

Student/Parental communication during the school day – It is important that parents and carers support our mobile phone policy to minimise the negative effects of their unauthorised use during the school day.

For students who feel unwell or if an emergency occurs that requires contact with a parent, students are expected to speak first to the support staff in the student office. Our school support team are trained to carefully listen to the needs of individuals and review the situation. The staff will provide the appropriate care or treatment, refer the student to their Head of Year or the Student Support team and contact home if necessary. If a parent/guardian needs to contact their child in an emergency this should be done via the school telephone system. If the school needs to contact a parent/guardian regarding their child, in the event of illness or emergency, this will be done from the student office.

PSHCE Curriculum and Online Safety:

As part of our commitment to student well-being, we offer a comprehensive PSHCE (Personal, Social, Health, and Citizenship Education) curriculum that educates students on the safe and responsible use of mobile phones and social media. Topics covered across Years 7–11 include, but are not limited to:

- **Online Safety:** Understanding age restrictions, privacy settings, and maintaining a positive online reputation.
- **Screen Time & Addiction:** Exploring the impact of excessive screen time, online gaming addiction, and the importance of balance.
- **Cyber Bullying:** Recognizing and preventing cyberbullying, understanding the risks of sharing inappropriate or explicit images.
- **Online Grooming & Exploitation:** Awareness of online grooming, the dark web, and the dangers of sexual exploitation.
- **Hate Crimes & Extremism:** Educating students on recognizing and resisting online extremism and hate crimes.

We are committed to ensuring that students not only have the knowledge but also the support to use technology and social media in a safe and responsible manner.

Social Media and Online Behaviour:

We recognise that many issues around social media arise outside of school hours. However, conflicts or inappropriate behaviours that occur online can spill over into school life. We take these matters seriously and encourage students to report any concerns so that staff can monitor and intervene. The school will take action when issues related to social media and online behaviour affect student welfare or disrupt the learning environment.

To minimise the negative effects of mobile phone and social media use during the school day, it is vital that parents and carers support our mobile phone policy. There are a range of actions that we encourage families to consider to positively promote appropriate and responsible use:

- Talk to your child about using inappropriate language or images online

- Talk to your child about the dangers of using their mobile phone to negatively target individuals, intimidate or bully others
- Discuss how to manage issues together and how best to let staff at school know for early intervention
- Monitor your child's device and the apps they are using
- Consider restricting or limiting the amount of time they spend online.
- Consider putting parent filters or other controls in place during the school day to limit access to apps.
- Consider removing devices overnight.

Consequences of Misuse:

Misuse of mobile phones, including failure to comply with the rules outlined above, will result in:

- Confiscation of the device
- Sanctions as per the school's Behaviour Pathway
- Parental collection of the device, if necessary
- In extreme cases, such as illegal activity or threats, the school may contact the police

If any student chooses to breach these regulations, then the Academy reserves the right to confiscate the item in the following manner:

- On the **first occasion** that a student's device is confiscated, a Level 1 Behaviour Incident is recorded on Arbor. A communication is sent to parents seeking support and the student can collect their phone at the end of the day from the student office.
- On the **second occasion** that a student's device is confiscated, a Level 2 Behaviour Incident is recorded on Arbor which includes a 30-minute after school detention. A communication is sent to parents seeking support and the student can collect their phone at the end of the day from the student office.
- On the **third occasion** that a student's device is confiscated, a Level 3 Behaviour Incident is recorded on Arbor which includes a 60-minute after school detention. A communication is sent to parents seeking support and the student can collect their phone at the end of the day from the student office.
- On the **fourth occasion** that a student's device is confiscated, a Level 4 Behaviour Incident is recorded on Arbor which includes an 80-minute Senior Leadership Team (SLT) after school detention (Friday only 3.10 – 4.30pm) for persistent non-compliance of a school rule. A communication is sent to parents seeking support and outlining that the phone will not be returned to the student at the end of the day and will need to be collected from the student office by parent/carer.
- Where a student continues to persistently breach the school rules relating to mobile phones the school will issue an Internal Suspension in the RESET room. The child's Head of Year will contact parents/carers to discuss measures that support a positive resolution.

In some individual cases, the school may implement a temporary intervention to support persistent issues. Student are expected to hand in their mobile device to the student office/or Head of Year when they arrive at the start of the day and collect it at the end of the day.