



Mobile Technology Policy

2026-2027

Policy Lead:	Assistant Headteacher- Hazel Weigh
Last Review Date	September 2026
Next Review Date	September 2027
Approval needed by:	Headteacher – Karen Key

The policy aligns with:

- DfE “Mobile phones in schools” guidance 2024-2026
- Keeping Children Safe in Education (KCSIE)

School Policies and Guidance

The school mobile phone policy applies in conjunction with other School policies including:

- i. Safeguarding Policy
- ii. Behaviour and Exclusions Policy
- iii. Charging and Remissions Policy
- iv. Searching Screen and Confiscation Policy
- v. Suspensions and Exclusions Policy
- vi. Uniform and Appearance Policy

Aims:

- To create a positive culture and climate that ensures that all students have the opportunity to learn, and teachers to teach, in a safe, respectful and cooperative environment free from the distraction and disruption caused by the misuse of mobile phone technology.
- To support our students’ wellbeing by encouraging them to reconsider their relationship with mobile phone technology and reducing dependency upon this.
- To reduce incidents of anxiety, bullying and harassment caused by misuse of mobile phone technology during the school day.
- To ensure a consistent approach in creating a phones free school environment during the school day that is clearly communicated and understood by staff and students.

Securing our school as a phone-free environment will ensure that any potential distractions, social pressure or inappropriate behaviour are removed for the duration of the school day.

- It will remove the distraction of using social media platforms and the ability to send and/or receive notifications or text or voice note messages via mobile networks.
- It will remove the opportunity to take photographs or record videos of any student or staff member within the community.
- IF it is identified that a student has used their mobile phone during the school day, this will be sanctioned in line with serious or severe misconduct.
- The school strictly prohibits the use of mobile phones during the school day. Nor will it tolerate the use of mobile phones outside the school day for bullying and harassing behaviours such as sexting, upskirting, threats of violence or assault, and abusive messages, and will contact the police where appropriate.

Loss, theft or damage:

Students bringing in mobile phones, EarPods, smart watches, as with all other valuables do so at their own risk. The school does not accept responsibility for items that are lost, damaged or stolen on school premises or transport, during school visits or while students are travelling to and from school.

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

To support this, we are implementing Secure, Lockable, Signal Blocking, Phone Pouches for every student in Years 7-11.

Objectives of this signal blocking secure phone pouch system

- Eliminate distraction from learning caused by mobile phones
- Promote positive behaviour, engagement, and wellbeing
- Prevent misuse of mobile devices, including bullying, filming, upskirting, and academic dishonesty
- Create a safer school environment and reduce safeguarding risks
- Reinforce a calm and focused school culture through consistent rules

Scope

This policy applies to:

- All students (Year 7-11) during the school day (including break times and transition periods)
- All devices capable of communication (phones, smartwatches, earbuds, etc.)
- All areas of the school site.

Secure Lockable Phone Pouches – How the System Works

- Each student will be issued a personally assigned signal-blocking pouch
- Students must bring their pouch to school every day
- Before the start of the school day, phones are to be placed inside and locked in the pouch under staff supervision
- Students must also place smart watches and earbuds in their pouches.
- Students will routinely be 'wanded' (handheld metal detector) proportionately and in line with safeguarding and safeguarding policy to check for prohibited items (secondary phones, smart watches, earbuds, unlocking devices etc)

- The pouch remains on the student's person but cannot be opened until the end of the school day
- At the end of the final lesson, students will leave site and use wall-mounted unlocking stations outside the school building at all the major exit points
- If a student leaves school early, the pouch will be unlocked by office staff in student office/reception
- If a pouch is forgotten, the students will be issued one behaviour point, their phone will be placed in a box and kept in a secure location for the day. Phones will then be returned to students at 3:25pm (upper school) 3:15 (lower school) as they leave site.

Expectations of Students Year 7-11

- Bring your pouch every day and use it without exception
- Keep your phone secured in your pouch
- Follow all staff instructions regarding pouch use
- Do not bring or use any item intended to bypass the system (e.g. second phone, magnets, smartwatches)
- Do not damage or deface the pouch – this is treated as deliberate misconduct

Expectations of 6th Form Students

Main school community

- 6th Form students must keep mobile phones out of sight and off/flight mode everywhere except the 6th form centre.
- 6th Form students must also not use or display ear pods/buds or headphones.

Sixth form centre

Common room:

- 6th Form students are permitted to use mobile phones and smart devices in the common room

Study area:

- 6th Form students can use their phones/smart devices in the study area, but only for education reasons (no games and no social media). Failure to comply with this will result in the student(s) being asked to leave the study area for the remainder of the period.

6th form classroom:

- Mobile phones should not be used in the classroom environment. In exceptional circumstances, and to enhance the learning and at the discretion of the teaching professional, there may be exceptions to this rule.

Mobile phone use - Staff

Staff must model a phone-free environment at all times, in line with the school's prohibition of mobile phone use during the school day.

The school should be mobile phone-free environments by default; anything other than this should be by exception only.

Personal mobile phones must not be used during lessons, supervision duties, or when in the presence of pupils, except in exceptional and specifically authorised circumstances.

Staff are permitted to use their personal devices in private, staff only spaces (offices & staff rooms) away from students.

Expectations of Staff

- Enforce pouch use during the start of the school day, including visual checks and supervised locking
- Consistently implement this policy by reporting/challenging all suspected phone pouch breaches
- Conduct spot checks (with SS/HOY/SLT support if necessary) during the day if misuse is suspected
- Report damage, missing pouches or misuse to HOY/SLT

Expectations of Parents and Carers

- Ensure your child brings their pouch to school each day
- Reinforce the message that phones must not be used during the school day
- Accept that any damage to a pouch will incur a £10 (approx.) replacement charge being applied
- Use the school reception as the point of contact in emergencies – students are not contactable during the day

Journey to School: Students are allowed to bring mobile devices to school for safeguarding purposes on their journey to and from the school building.

Breaches of Policy – Year 7-11 Sanctions

Mobile phone breaches:

- Using a phone
- Found with a phone not in the pouch.
- Phone in the pouch, but emitting sound, due to it not being turned off.
- Finding a student in possession of a smart tech. including but not limited to smart watches, ear pods, headphones and smart glasses.
- Finding a student in possession of an unlocking device
- Finding the student in possession of a tampered/damaged pouch, rendering it ineffective (phone can be accessed or the signal blocking is ineffective)

Breach Type	Sanction
Phone pouch forgotten	Behaviour point issued on Arbor each time. Phone handed in and stored securely
Phone/smartwatch not placed in pouch (1 st offence)	Internal Isolation + SLT Friday After-school Detention
Attempting to cheat system e.g. second phone, unlock tools used or brought into school. (1 st offence)	Internal Isolation + SLT Friday After-school Detention
Vandalism or damage to pouch	Internal Isolation + parent/carer charge + SLT Friday After-school Detention
<u>Second offence</u> of the above breach classifications	Internal Isolation until parent/carer can collect + 1 day suspension
Persistent non-compliance with secure pouch expectations for mobile phones	Escalating sanctions up to and including multi-day suspension or permanent exclusion.

Breaches of Policy – 6th Form Sanctions

Breach Type (Study room)	Sanction
Using mobile phone for non-educational purposes.	Asked to leave the study area for the remainder of that period.
Using mobile phone for non-educational purposes – repeated offences.	Confiscation, leading to the incremental sanctions pathway outlined below.
Breach type (Main school including classroom)	Sanction
Phone out, on display or being used (including earphones/headphones). 1 st offence.	Confiscation. Name taken and handed to the 6 th form office. Can be collected at 3:10, no earlier, and no exception.
Phone out, on display or being used (including earphones/headphones). 2 nd offence.	Confiscation. Name taken and handed to the 6 th form office. Can be collected at 3:10, no earlier, and no exception. 6 th Form phone pouch procedure initiated for two days. *
Phone out, on display or being used (including earphones/headphones). 3 rd offence.	Confiscation. Name taken and handed to the 6 th form office. Can be collected at 3:10, no earlier, and no exception. 6 th Form phone pouch procedure initiated for five days. *
Phone out, on display or being used (including earphones/headphones). Repeated offences.	Bespoke strategies (phone handed in every day, permanent phone pouch). Consider escalatory sanctions in line with the school's behaviour policy.

*6th form phone pouch procedure:

- Day 1.
- Phone to 6th form office.
- Phone turned off and placed in pouch, supervised by 6th form staff.
- 6th form student 'wanded' to check for contraband
- Student unlocks phone at 3:10 using the wall mounted unlocking devices/handheld unlocking device in the 6th form office.
- Final day.
- As above, but the phone pouch is returned to the 6th form office, unlocked and handed in.

Emergencies

In an emergency, parents must contact school reception. If a student requires urgent contact with home, staff will facilitate this through appropriate channels.

Exceptions

Reasonable adjustments to the system should only be made in “*Exceptional circumstances*” DfE 2026. Any requested reasonable adjustments (e.g. for medical or SEND reasons) must be agreed in writing with the Deputy Head - Behaviour, Culture Attitudes (in consultation with SLT/SENDCo) and/or the Headteacher. These will be very rare and handled discreetly.

Monitoring and Review

This policy will be monitored by the Senior Leadership Team and reviewed annually or in response to updated DfE guidance.

Smart glasses are not permitted for use by any student, including those in the Sixth Form.

Student/Parental communication during the school day:

It is important that parents and carers support our mobile phone policy.

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.

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.

Additional Restrictions:

In extreme cases, such as when suspected criminal offence has taken place, the school may contact the police and/or the device may be searched without consent where reasonable grounds exist. In cases where a students' phones are searched, parents/ carers should be contacted.

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.

Temporary Intervention - In some individual cases, the school may implement a temporary intervention to support persistent issues. Students 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.

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