



**A COMMITMENT TO EXCELLENCE**

# Mobile Phone Policy

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## 1. Introduction & Aims

1.1 At Wade Deacon High School we recognise that mobile phones, smart watches and air-pods are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after school/before school.

1.2 However, mobile phones can lead to several problems in school, for example; disruption to lessons, distraction from a pupil's learning experience, bullying, and inappropriate web usage.

1.3 As a school, we strongly encourage our pupils to talk to each other and develop friendship groups, as opposed to using their mobile phones. As a result, the use of mobile phones during school hours is forbidden, and pupils found using their mobile phone during school hours will be dealt with in accordance with this policy.

1.4 Our policy aims to:

- Promote, and set an example for, safe and responsible phone use;
- Set clear guidelines for the use of mobile phones for pupils, staff and parents;
- Support the school's other policies, especially those related to safeguarding and behaviour.

## 2. Purpose

2.1 To clarify the school's position on mobile phones.

2.2 To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.

2.3 To support our Behaviour for Learning policy, which aims for exceptional behaviour and safety of students across the school.

2.4 To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

### 3. Use of Mobile Phones (Pupils)

3.1 When referring to mobile phones throughout this policy, please note that we would also include the use of 'Smart' watches. The use of these devices are not allowed as they are effectively mobile phones and will be treated as such.

3.2 During the school day, mobile phones are not allowed on site; this is defined as all inside areas of school, outside communal areas and the school playing fields.

3.3 Mobile phones must remain switched off during school hours. This includes break and lunchtimes.

3.4 Mobile phones must not be seen or heard.

3.5 If a mobile phone is heard or seen during school hours, the pupils is required to hand their device to the member of staff; confiscated phones must be taken to reception (please see sections 4.3, 4.4 & 4.5).

3.6 Failure to hand the device to the member of staff will be an immediate referral to their Progress Leader/Assistant Progress Leader (failure to comply with this school rule will result in further sanctions in-line with the Behaviour Policy).

3.7 Pupils will receive notification of our mobile phone policy and the policy will be placed on the school website for parents/carers to access.

3.8 All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

3.9 Pupils must not use their phone to listen to music if they are cycling to school. Pupils should also be mindful of traffic and dangerous situations if using their phone when walking to and from school.

### 4. Sanctions

4.1 If a pupil is in breach of the school's policy, under sections 91 and 94 of the Education and Inspections Act 2006, schools are allowed to confiscate mobile phones from said pupil.

4.2 Confiscated mobile phones (and other devices) will be taken to reception where they will be held in either the school reception or the school office/safe. In some instances, it may not be possible to take the mobile phone to reception and members of staff may need to keep hold of the pupil's mobile phone; in such circumstances, the mobile phone should be held securely in a staff office.

### 4.3 Graduated response

- After the first confiscation, pupils will be allowed to collect their mobile phone from reception at the end of the school day. Parents/Carers will be notified of the confiscation via School Synergy.
- Following a second confiscation, parents/carers (or another responsible adult) will be required to collect their child's mobile phone; parents/carers will be contacted by school regarding the confiscation.
- When a mobile phone is confiscated for a third or subsequent time, parents/carers will be required to collect their child's mobile phone and a meeting will be coordinated to discuss the matter. In such cases, the pupil is required to hand their mobile phone into reception each morning before they enter school, the duration of this sanction will be communicated to both parents/carers and the pupil. At the end of the time period a review should take place, this action is to prevent further issues/negative interaction around the use of their mobile phone.

## 5. Malicious/Serious Misuse & Cyber Bullying

5.1 Any student who uses a mobile device to bully or intimidate any pupil or member of staff will be subject to the school's Anti-Bullying and Behaviour for Learning Policies.

5.2 Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation;
- Threats of violence or assault;
- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos);
- Upskirting.

5.3 Where necessary, the school will work with the police to investigate and resolve serious incidents of inappropriate conduct.

5.4 Any inappropriate content found on social networking, blog or video websites will be removed via the host site and where appropriate used as evidence by the school and any relevant authorities.

5.5 In such incidents, parents/carers will be contacted and in most cases invited into school to discuss the matter. In some cases, it may be relevant to share The Malicious Communications Act, this states that parents/carers are responsible for the phone and any issues resulting from the mobile phone when it is used by a 'minor'.

5.6 Incidents of disruption in the classroom caused by the use of mobile devices will be subject to sanctions in line with the Behaviour for Learning policy.

5.7 Sanctions will be at the school's discretion (sanctions will be proportionate to the incident).

## **6 Role of Parents/Carers**

6.1 The decision to provide a mobile phone for their children is made by parents with a full understanding and acceptance of this policy.

6.2 Parents should not contact their children during the school day via mobile phones. Similarly, it is not acceptable for students to contact parents during the school day via mobile phones. The school office remains the first point of communication between the school and home.

6.3 Contacting your child encourages the use of said device and puts your child in an unwanted position.

6.4 Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure that your child is reached quickly, and assisted in any appropriate way.

## **7. Permitted use of mobile phones**

7.1 If planned for by the class teacher, mobile phones may be used to enhance pupils' learning experience within the classroom. In such cases, the class teacher will make pupils aware in advance, fully explaining the use of the mobile phone within the lesson.

7.2 Pupils must only use the specific applications/webpages signposted by the class teacher.

7.3 If mobile phones are used within the classroom, they must be laid flat on the pupils' desk.

7.4 Pupils are allowed to use their phone to contact home relating to safety/transport, extra-curricular activities or Corrections (particularly C1's, see Behaviour for Learning policy for further details).

7.5 In matters relating to 6.4, pupils should speak politely to staff and explain why they need to use their mobile phones whilst on the school site.

## **8. Personal (Staff) use of Mobile Phones**

8.1 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

8.2 There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school;
- In the case of acutely ill dependents or family members.

7.3 The headteacher will decide on a case-by-basis whether to allow for special arrangements.

8.4 Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

8.5 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

8.6 In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations;
- Supervising off-site trips;
- Supervising residential visits;
- Any other circumstance deemed appropriate by the Senior Leadership Team.

8.7 In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct;
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil;
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office.

## 9. Loss, theft or damage

9.1 The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

9.2 Mobile phones should be protected as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

9.3 Confiscated phones should be taken to the school office.