



# Mobile phone policy

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# 1. Introduction and aims

At Cloughwood Academy mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

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

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

## 4. Use of mobile phones by pupils

Pupils (with the exception of sixth form pupils) should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes. Sixth form pupils are permitted to use their mobile phones during break and dinner times, but must not be in possession of them during lesson time. Staff will collect mobile phones from pupils when they arrive at school. Mobile phones will be kept in labelled boxes in a secure location until the end of the school day.

### 4.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' this covers all devices with communications and smart technology including smart watches. Pupils will only be permitted to wear smart watches if it can be demonstrated that the smart watch cannot be used to communicate with.

## 4.2 Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Headteacher. Any pupils who are given permission to use a mobile phone must adhere to use it only for the agreed purpose; for example to monitor blood sugars.

Sixth-form pupils are allowed access to their mobile phones during breaks and at lunchtime, this reflects their increased independence and responsibility, but they must not compromise our policy on the use of mobile phones for other pupils. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

## 4.3 Sanctions

If a pupil is found to have a mobile phone which they have not been permitted to use it will be confiscated under sections 91 and 94 of the Education and Inspections Act 2006. In the event that a mobile phone is confiscated it will only be returned to the parents or carers of the pupil concerned. Parents or carers will need to make an appointment with a member of the SLT to take possession of the mobile phone.

If any pupil is suspected of having a mobile phone they may be searched using the DfE's guidance on searching, screening and confiscation. Further information on searching, screening and confiscation can be found in the Behaviour Policy.

## 5. Loss, theft or damage

Pupils bringing a mobile phone to school must ensure that the phone is appropriately labelled so that it can be easily identified; for example with a name badge or unique case.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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. Parents and carers can access this policy from the school website.

Confiscated phones will be stored in the office of a member of the SLT.

## 6. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations