



# Mobile Devices & Accessories Policy

Policy Management – HWS				
Review date	Version	Reviewer / owner	Approving body	Meeting date of policy approval
December 2025	1	Principal	Local Governing Committee (LGC)	Awaiting LGC Approval

This policy is reviewed every three years. The next review is due by December 2028.

## **Mobile Devices and Accessories**

Pupils may bring mobile phones and other electrical devices to school; however, they do so entirely at their own risk. The school accepts no responsibility for any device that is lost, stolen or damaged.

During the school day (8:50am–3:25pm, including detentions), all mobile and electrical devices must be switched off and stored in pupils' bags. Devices must not be used at any point on the school site without explicit authorisation from a member of staff. This includes breaktimes, lunchtimes and movement between lessons.

If a device is seen or heard, the pupil will be instructed to switch it off and place it in their bag, and a C3 sanction will be issued.

If a pupil refuses to comply or behaves inappropriately towards staff, the device will be confiscated, placed in reception, and will only be returned to a parent or carer.

Parents and carers are reminded that the school reception is the appropriate point of contact during the school day. They are therefore asked not to contact pupils directly via mobile devices. Pupils are instructed to seek assistance from school staff should they need to speak to parents/carers rather than attempting to contact them themselves.

Smart watches (e.g. Apple Watches) are discouraged due to their high value but may be brought to school at the owner's risk. These devices are subject to the same expectations as mobile phones and must remain switched off and stored during the school day.

## **Sanctions and Procedures**

- First offence: The pupil is asked to switch off the device and return it to their bag. A C3 sanction is issued and the incident is recorded on ARBOR.
- Second offence within the same week: The device is confiscated for the remainder of the day, the pupil receives a detention, and parents/carers are contacted. The device must be collected from main reception by a parent/carer before 4pm.

## **Prohibited Behaviours**

- Devices must not be used to audio record, photograph or film staff or other pupils without consent. This constitutes a breach of GDPR and will result in immediate confiscation, a detention, and retention of the device until a parental meeting has taken place.

- Mobile devices must not be used as calculators. Pupils are expected to bring a suitable calculator to school; those who require support in obtaining one should inform the school.

### **Permitted Use**

- Teachers may authorise the use of mobile devices for specific educational purposes. At the conclusion of such activities, pupils must switch off their devices and return them to their bags immediately.
- Pupils may bring devices on school trips to enable communication with parents/carers in the event of delays or changes to arrival times. Specific guidance will be provided for each trip.

### **Accessories**

- Headphones, including AirPods or similar devices, must not be visible or used during lessons, tutor time or movement between lessons.

### **Related Policies**

Behaviour Policy

ICT Acceptable Use Policy

Online Safety Policy