

Use of Personal Devices and Mobile Phone Policy: Students

V0.1

This document applies to all academies and operations of Cambrian Learning Trust.

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Introduction and Aims

Cambrian Learning Trust (The Trust) recognise that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents / carers, but technologies need to be used safely and appropriately within the schools in the Trust.

‘Personal devices’ include mobile phones, smart watches, tablets, iPods, MP3 players, and games consoles.

These shall be referred to as ‘mobile devices’ throughout this document.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone and device use.
- Set clear guidelines for the use of mobile devices 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 devices 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

Roles and Responsibilities

This policy provides guidelines and instructions for the appropriate use of mobile devices by students during school operational hours.

The following people should be made aware of this policy where appropriate: staff, visitors, parents, carers and pupils. This list is not exhaustive.

This policy also applies during excursions and extra-curricular activities both on school premises and off-site.

Head teachers and their Deputies are responsible for bringing this policy to the attention of any person within the scope above within for their respective school/s.

All staff (including teachers, support staff, and supply staff) are responsible for 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 and senior leadership team is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

Alongside the senior leadership team, the local governing committee are responsible for monitoring or reviewing this policy every three years. In the instance of a breach of the policy the chair of governors will be made aware by a member of the senior leadership team.

Safeguarding

It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. It is also recognised that mobile devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobiles devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to pupils; hence there is a duty to protect the needs and vulnerabilities of all. It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile devices is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas within all settings are:

- Changing areas – (classrooms whilst pupils are changing for activities)
- Toilets

A zero-tolerance policy is in place with regards to the use of mobiles by any individual in these areas.

Use of Mobile Phones and other Devices by Pupils

It is the responsibility of pupils who bring mobile devices to school to adhere to the school's Code of Conduct (see Appendix 1) and abide by the guidelines outlined in this document.

Note: The decision to provide a mobile device to their children should be made by parents or carers. It is the responsibility of parents/carers to understand the capabilities of the device and the potential use/misuse of those capabilities.

The Management of Mobile Communications Devices on School Sites

Parents/carers should be aware if their child takes a mobile device to school. It is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through the school office also reduces the likelihood of disrupting lessons inadvertently.

The **schools are able to adopt different policies** for their context.

Secondary Schools

Secondary schools can adopt a “see it, hear it, lose it” approach to the use of mobile communication devices. Devices will be confiscated by staff using this principle if necessary.

To clarify, mobile devices should be switched off and kept out of sight during classroom lessons and while moving between lessons. Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to the school office.

Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school. Again, the “see it, hear it, lose it” principle applies.

Primary Schools

Within primary schools phones are usually not allowed to be brought to school, except by Year 5 and 6 pupils who are permitted to travel to and from school unaccompanied. In some schools, parents or carers are required to sign a permission form to allow their child to bring their mobile device with them to school.

In most primary schools, phones are required to be handed in at the beginning of the day and returned at the end of the school day.

Any noticeable damage identified on a mobile device when it is handed in may be recorded. Pupils who bring their devices to school do so at their own risk.

Keeping your Mobile Device Secure

Pupils should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

The Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices.

Pupils who bring a mobile device to school should leave it locked away in their locker/bag when they arrive or, where provided, in their secure Yondr pouch. To reduce the risk of theft during school hours, pupils who carry mobile devices are advised to keep them well concealed and not 'advertise' they have them.

The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

The school accepts no responsibility for pupils who lose or have their mobile devices stolen while travelling to and from school.

It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.

Using your Mobile Device in School

The school recognises the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile device in the

classroom. On these occasions pupils may use their mobile devices in the classroom when express permission has been given by the teacher. The use of personal mobile devices in one lesson for a specific purpose does not mean blanket usage is then acceptable.

Unless express permission is granted, mobile devices must not be used to make calls, send messages, surf the internet or social media, take photos or use any other application during school lessons and other educational activities, such as assemblies.

See Appendix 1, Mobile Device Code of Conduct for more detailed information about the acceptable use of phones and other devices on school premises.

Possible Consequences

Pupils who infringe the rules set out in this document could face having their devices confiscated by a member of staff. Schools are permitted to confiscate devices from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#). Primary School Parents will be notified and the pupil will not be permitted to collect the device without a parent/carer's consent. If a parent/carer is unable to attend the school, they are permitted to phone and give verbal consent for their child to collect the device and must speak to a member of staff. Secondary school pupils will be able to collect their devices at the end of the school day.

Any noticeable damage identified on a mobile device when it is confiscated may be recorded. (Reminder: pupils who bring their devices to school do so at their own risk.)

The incident will be recorded. Any further infringements of the mobile device code of conduct may result in a ban on bringing a mobile device to school.

If the use of the device infringes the school's Relational Behaviour Policy further sanctions may be used.

As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident – of a serious nature - being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

The following examples are not exhaustive but may include:

- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping children safe in education 2024](#)
- If part of a wider Safeguarding or Behavioural investigation.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such behaviour extremely seriously and will involve the police or other agencies as appropriate. In these cases, the parent or carer would be notified immediately.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault

The schools within the Trust reserve the right to search pupils' devices in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation ([Searching, Screening and Confiscation](#)).

The DfE guidance permits the school to search a pupil's mobile device if there is a good reason to do so (such as having reason to believe the device contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

Searches will only be carried out by a member of staff who has been authorised to do so by the headteacher, or by the headteacher. The reason for the search, along with the findings, will be recorded appropriately (for example on CPOMS). Parents will always be informed of any search.

If the member of staff conducting the search suspects they may find an indecent image of a child (sometimes known as nude or semi-nude images), the member of staff should never intentionally view the image, and must never copy, print, share, store or save such images. When an incident might involve an indecent image of a child and/or video, the member of staff should confiscate the device, avoid looking at the device, turn off the device and refer the incident to the designated safeguarding lead (or deputy) as the most appropriate person to advise on the school's response. Handling such reports or concerns can be especially complicated and schools should follow the principles as set out in Keeping children safe in education. The UK Council for Internet Safety also provides the following guidance to support school staff and designated safeguarding leads: [Sharing nudes and semi-nudes: advice for education settings working with children and young people \(updated March 2024\) - GOV.UK](#)

Please refer to the Trust's Relational Behaviour Policy for more information on confiscation, searches and screening.

Loss, Theft or Damage

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

The Trust accepts no responsibility for mobile devices 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.

Confiscated devices will be stored in a locked cabinet throughout the day and will be handed to parents/carers on collection. Mobile devices confiscated at our secondary schools are available to be collected by students at the end of the school day.

Lost devices should be returned to the reception. The school will then attempt to contact the owner.

Monitoring and Review

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

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations.

Definitions/Abbreviations

The Trust	Cambrian Learning Trust
Mobile Communication Devices	This means any device that performs an interactive communication function by transmitting and receiving data or speech such as mobile phones, emails, faxes, pictures, video conferencing, connecting with the internet, using interactive Personal Digital Assistants and navigation aids, and operating palm pilots and personal organisers.

Related Policies and Procedures

- IT Acceptable Use
- Relational Behaviour
- Anti-bullying
- Safeguarding
- Data Protection
- Educational Visits
- Social Media
- Use of Personal Devices and Mobile Phones: Staff and Visitors

Relevant Legislation and Government Guidelines

- [Education and Inspections Act 2006](#)
- [Keeping children safe in education 2024](#)
- [Searching, Screening and Confiscation](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people \(updated March 2024\) - GOV.UK](#)

Appendix 1: Mobile Device Code of Conduct

1. Mobile devices must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times. Again, the “**see it, hear it, lose it**” principle applies.
2. Using mobile devices to bully and threaten other pupils is unacceptable. Cyber bullying will not be tolerated. In some cases, it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether ‘consent’ was given.
3. It is forbidden for pupils to “gang up” on another pupil and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website or on social media for public viewing. This also includes using mobile devices to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile device to menace, harass or offend another person and almost all calls, text messages, social media posts and emails can be traced.
4. Pupils must have their devices secure inside bags prior to entering the changing rooms. Under no circumstances should mobile devices be out of bags in changing rooms. Mobile devices are not to be used in changing rooms. Mobile devices are not to be taken out of bags or used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors to the school. Staff will confiscate any mobile devices found out of school bags and in use in these areas immediately.
5. Should there be more than one disruption to lessons caused by a mobile device, the pupil responsible may face disciplinary actions as sanctioned by the Headteacher. This may include a mobile device ban in school.
6. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images.
7. Mobile devices that are found in the school and whose owner cannot be located should be handed to the front reception.
8. Mobile devices are banned from all examinations. Pupils are expected to leave their mobile devices switched off, in their bags, before entering the exam hall or they should hand devices to invigilators before entering the exam hall. Any pupil found in possession of a mobile device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being declared invalid.
9. Any pupil who uses vulgar, derogatory, or obscene language while using a mobile device will face disciplinary action.
10. Pupils with mobile devices may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, social media, taking/sending photos or objectionable images, and phone calls.

Pupils using mobile devices to bully other pupils will face disciplinary action. It is a criminal offence to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.

11. Pupils must ensure that files stored on their devices do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence. As such, the school may consider it appropriate to involve the police.

Appendix 2: Parent Permission Form

This is a suggested parent permission form, primarily for the use of Primary Schools.
Amend as required.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow [pupil name] to bring [his/her] mobile device to school because [he/she]:

List the appropriate reasons here. We've listed some suggested examples below (you can delete as required):

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile devices will be allowed
- Needs the phone for an educational activity during class time
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile device to school must abide by the school's policy on the use of mobile devices, and its Mobile Device Code of Conduct.

The school reserves the right revoke permission if pupils don't abide by the policy. Pupils who bring their mobile device to school do so at their own risk.

The Trust accepts no responsibility for mobile devices 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.

Parent signature and date: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	