



### **Mobile Phone Protocols**

All pupils have the right to learn in an engaging, safe and respectful environment. The Mobile Phone Protocols aim to provide a consistent approach to the management of mobile phones in Trust secondary schools to ensure pupils' behaviour does not impact negatively on the learning of others. We constantly strive to create a productive environment, representative and responsive to different cultures and groups, where everyone has an equal chance to succeed.

These protocols are based on advice for Headteachers, school staff and governing bodies from the Department for Education:

- [Behaviour and Discipline in Schools](#)
- [Searching, Screening and Confiscation](#)

The Trust recognises that reasonable adjustments to the application of these protocols will at times have to be made where required to meet individual needs and avoid disability discrimination.

1. Mobile phones may be brought to school for use on the way to and from school, but they must not be used in school at social times or in lessons.
2. Mobile phones must not be seen on site. They must be switched off and in a pupil's bag or locker. Corridors, playgrounds and classrooms are mobile free zones and such mobile phones are considered banned items in these areas.
3. If a mobile phone is seen, heard or used within a mobile free zone without the express permission of an immediate member of staff for education or emergency purposes, they will be confiscated by staff in accordance with the Department for Education advice on searching, screening and confiscation.
4. Confiscated mobile phones will be stored in the school safe until collection by the parent/carer at the end of the school day. Mobile phones can only be handed back to back to parents/carers noted as contacts on the school system. We are not able to return phones to relatives or siblings. Parents with extenuating circumstances who are unable to collect a mobile phone can arrange, for a fee, for the phone to be sent home by special delivery, which will require someone to be at home to sign for it.
5. Pupils must not use mobile phones to bully, personally harass or post private information about another person using social media. Nor should they be used to record conversations or take photographs or videos. Incidents of cyber bullying or the

possession of phones with illegal content will be treated in accordance with the relevant school policies.

6. Staff will not accept responsibility for looking after mobile phones under any circumstances.
7. Mobile phones remain the sole responsibility of the pupil and they are brought to school entirely at the pupils' own risk. The school will not be liable for any loss, theft or damage however caused.
8. Exam board regulations stipulate that no mobile phone may be taken into an exam hall under any circumstance. Any breaches of this will lead to disqualification from that exam and possibly other exams.
9. Breaches of these protocols will be treated as any other breach of school rules. Persistent breach of these protocols will result in the student having the privilege of having their mobile phone in school rescinded.
10. All staff and school visitors are expected to follow this policy in order to model our expectations of students. Members of staff including premises staff, ICT technicians and SLT members whose role within school require them to be contactable at all times will be able to use their phones with discretion when needed.