IMPERIUM FEDERATION

Policy	**Mobile Device**		
Date for Review	September 2027	**Schedule**	Annually
Date agreed by staff	September 2026	**Date agreed by GB**	October 2026







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1. Introduction and aims

- Our mobile phone policy aims to:
- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes
- Note: throughout this policy, 'mobile phones' refers to mobile phones and any similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s 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 **required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.**

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 senior leadership team are responsible for monitoring the mobile phone policy and reviewing it, and holding staff and students/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.

3.2 Governors

The governors are responsible for monitoring the mobile phone policy, reviewing it, and holding senior leaders accountable for its implementation.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of students/pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, while students are present / during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom/offices).

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

For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- The Head of School will decide on a case-by-basis whether to allow any special arrangements.
- If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT and Google Gemini)
Further guidance surrounding AI usage can be found in numerous federation documentation.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of students for work. Such circumstances may include, but are not limited to:

- Issuing rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

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 students, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Senior leadership team members are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct
- Staff should not at any point access the Senior leader's email

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.
Further guidance surrounding disciplinary policies can be found in federation documentation.

5. Use of mobile phones by Students/Pupils

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

Students/Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

King's Oak from September 2026 will adopt the following procedures;

- Students in Y7-11 may bring a mobile device into school to ensure safety travelling to and from King's Oak.
- On arrival to King's Oak a Senior leader will provide each and every student a Quiet Case pouch.
- The mobile phone will be placed inside, the case will be closed and then locked.
- The Quiet Case pouches will be stored in a secure location for the full duration of the day.
- The mobile device will be returned at the end of the school day upon departure by a Senior leader.
- Students will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Students will be encouraged to see a mobile-phone free environment as desirable and valuable.

Waterside from September 2026 will adopt the following procedure:

- Devices will be handed into the office and locked within the school safe.
- These will be returned at the end of the day.

5.1 Use of smartwatches by Students

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Devices of this nature will also be stored in the Quiet Case pouches or school safe for the duration of the day and returned during departure.

5.2 Exceptions for special circumstances

The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, students or parents/carers should contact the Head of School to provide evidence to seek a special circumstance.

Any students who are given permission must then adhere to the school's code of conduct/ acceptable use for mobile phone use (see appendix 1).

5.3 Sanctions

- Students who do not hand mobile phones in will receive the following sanctions;
- Mobile phones will be confiscated and stored within the school safe. Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006.
- Mobile phones will be held until a parent or carer attends King's Oak to collect via a meeting with a senior leader.
- Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools

6. Use of mobile phones by parents/carers, volunteers and visitors

- Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.
- This means:
- Not taking pictures or recordings of students, unless it's at a public event (such as a celebration of achievement), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with students or while students are present
- Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
- Parents/carers or volunteers supervising school trips or residential visits must not:
- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else that could identify a pupil
- Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.
- Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Students/pupils bringing mobile phones to school must ensure that their phones and any other devices such as earbuds and smart watches are ready to be stored away securely on arrival

Students must secure their mobile phones 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.

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 students are travelling to and from school.

- Confiscated phones will be stored in the school office in the school safe, Quiet Cases will be locked and stored in year group boxes in the school office.
- Lost phones should be returned to the school office the school will then attempt to contact the owner.

8. Monitoring and review

- The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:
- Feedback from parents/carers and students/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
- If there are any concerns regarding this policy, these should be brought to the attention of the Head of School or member of the senior leadership team in a timely manner.

9. Appendix 1: [Code of conduct / acceptable use agreement] for students allowed to bring their phones to school due to exceptional circumstances

[Code of conduct / acceptable use agreement]

- You must obey the following rules if you are permitted exceptional circumstances:
- You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless staff specifically allows you to for a specific reason.
- Mobile phones must be switched off (not just put on 'silent').
- You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other Students.
- You cannot take photos or recordings (either video or audio) of school staff or other students.
- Don't share your phone's password(s) or access code(s) with anyone else.

- Don’t use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school’s behaviour policy. This includes bullying, harassing or intimidating Students or staff via:
- Email
- Text/messaging app
- Social media
- Don’t use your phone to send or receive anything that may be a criminal offence. For instance, by ‘sexting’.
- Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren’t in school.
- Don’t use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school’s behaviour policy.
- Don’t use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school’s behaviour policy and will be dealt with accordingly.
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the exam room. Bringing a phone into the exam room can result in your exam being declared invalid.
- Mobile phone chargers that are from home must not be plugged into any school electrical outlet as they have not been PAT tested.

10. Appendix 2: Permission form allowing a student to bring their phone to school

This form is to be completed by parents/carers who are seeking the granting of an exception to the mobile phone policy for a specific period of time.

Pupils/ Student Details:

Student name: _____

Year group:_____

Parent/carer(s) name(s):_____

The school has agreed to allow the above student to bring a mobile phone to school because of the following (This list is not exhaustive):

- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip where use of mobile phones will be allowed
- Where a mobile phone is required for the activity of learning such as Art/ Digital Photography
- Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its [code of conduct / acceptable use agreement].
- The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: _____

Student signature: _____

FOR SCHOOL USE ONLY
Authorised by SLT member:_____

Date:_____

Period of time/review:_____

11. Appendix 3: Mobile phone information slip for visitors

Printed and laminated copies of this slip are given to visitors when they arrive at any building in the school office.

Use of mobile phones and similar devices in our school

- Our school is a mobile phone-free environment.
- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to the staff room or an office.
- Do not take photos or recordings of students/pupils, or staff
- Do not use your phone in lessons, when working with students or while students are present
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- A full copy of our mobile phone policy is available from the school office and on our website.